



Personnel

PROTOCOL REQUIREMENTS IN SUPPORT OF THE AIR UNIVERSITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AU/PC
(Ms Wanda S. Rushing)
Supersedes AUI 36-108,
1 December 1997

Certified by: HQ AU/DS
(Col Orville Lind)
Pages: 49
Distribution: F

This instruction establishes policies, procedures, and responsibilities for arranging and conducting visits of distinguished visitors (DV) to Air University and conducting official ceremonies, and ensures the use of standard formats and procedures for supporting distinguished visitors and conducting ceremonies. It applies to all Air University (AU) organizations and to tenant organizations located at Maxwell Air Force Base (AFB) and Gunter Annex.

SUMMARY OF REVISIONS

This revision defines responsibilities of AU Protocol and agencies hosting DVs and conducting official ceremonies (paragraphs 2.2.1 and 3); updates requirement for submitting DV notification to AU Protocol (paragraphs 2.1.7 and 2.3.4); establishes guidance on using staff officers during official visits (paragraphs 2.1.2 and 2.2.2); defines AU commander's policy for the DV Greeter program (paragraphs 2.5, 2.6 and 2.7); provides updated guidance and procedures on Official Representation Funds (ORF), includes a revision to the AU Form 53 (paragraphs 4.4, 4.5.1, 4.5.2, 4.5.3, 4.5.4, and attachments 5 and 6) and the use of Government IMPAC Cards (attachment 7); provides guidance on the use of Non-appropriated funds (paragraph 5 and attachment 8); and incorporates updated attachments (attachments 1, 2, 3, 4, 5, 6, 7, 8, 9, 10). A star (★) indicates changes since previous edition.

1. Terms Explained:

1.1. AETC Form 88. A required DV Notification Form used to notify AU and Air Education and Training Command (AETC) protocol offices of a DV visit. AU Protocol makes all lodging arrangements for DVs based on host agency needs as indicated on the AETC Form 88.

★1.2. AU Form 53. **Official Representation Funds Expenditure Request/Report.**

1.3. AU Special Event. An approved event beyond the official entertainment of a DV such as anniversary events, conferences, banquets, dedications, etc.

★1.4. Official Ceremony/Event. Air Force or sister-service sanctioned retirement/change of command/promotion ceremony or event. Includes events sponsored by civic leaders/groups.

1.5. Brett Hall. The primary location of DV quarters on Maxwell AFB (Bldg 119).

★1.6. Official Representation Funds. These are appropriated funds allocated to the AU Commander to extend official courtesies to certain approved individuals as identified in AFI 65-603. Use of these funds must be pre-approved via the AU Form 53.

★1.7. Distinguished Visitor (DV). Any visitor of DV Code 1–6 (brigadier general, SES, GS-16, or State positions) equivalent or above (active or retired), Chief Master Sergeants of the Air Force (active or retired), Medal of Honor recipients (active or retired), nationally or internationally known personalities, foreign dignitaries, corporate vice presidents and above, and prominent government or elected officials to include congressional and senatorial staffers. The Air Force Table of Precedence may be found at Attachment 10.

★1.8. Project Officer. The primary point of contact for a DV visit or event, and the person responsible for creating, managing, modifying, printing and distributing the DV itinerary.

1.9. Protocol Officer. If different than the Project Officer, this person, from the Protocol Office, is responsible for the visit details to include meals, lodging, parking, transportation, and providing ceremony guidance (if required).

1.10. Escort Officer. The primary person assigned to accompany a DV from place to place.

1.11. Host Officer. The senior AU representative for a DV visit, usually the AU commander or the commander or commandant (or designee) of the organization the DV is visiting.

★1.12. Staff Officer. Individual responsible for coordinating briefings and facilities to be visited when DV is to receive an orientation tour, briefings, etc.

★1.13. On-Call Officer. AU Protocol individual on-call for a one-week period, responsible for DV4 and above arrivals/departures and unexpected DV arrivals/departures at Maxwell Base Operations.

1.14. Itinerary. A detailed agenda of the DV's schedule listing the time, place, events and key personnel from arrival to departure.

1.15. Office of Collateral Responsibility (OCR). The organization or agency having coordinating responsibilities for a DV event, visit or ceremony.

1.16. Office of Primary Responsibility (OPR). The organization or agency having primary responsibility for a DV event, visit or ceremony.

1.17. Protocol Week. The protocol week begins on Saturday and ends on Friday of the following calendar week.

2. DV Visits - Duties and Responsibilities.

2.1. AU Protocol:

2.1.1. OPR for all DV Code 1 through 2 and international DVs. Exceptions to this policy will be at the discretion of the AU Commander.

★2.1.2. If DV is visiting Air University to receive an orientation tour, briefings, etc., AU Director of Staff will assign a Staff Officer to work with OPR. Staff Officer assigned will be responsible for coordinating briefings and facilities to be visited. AU Protocol will retain overall responsibility for the visit, including all coordination with DVs office, drafting and updating itinerary as necessary, and briefing AU Commander or AU Senior Officer involved in visit.

2.1.3. Provides guidance to all AU agencies and organizations on protocol matters and serves as OCR for all AU/CC hosted visits, ceremonies and special events or OPR when designated.

★2.1.4. Provides support at Base Operations for arrivals and departures of all DV Codes 1–4 (with the exception of the AU Commander).

★2.1.5. Provides support at Base Operations for arrival of unexpected DV Codes 1–6 and DV-7 Wing Commanders.

2.1.6. Plans, coordinates, and executes protocol requirements for AU Commander.

★2.1.7. Prepares a weekly “Code 6” letter listing all DVs visiting Maxwell and Gunter during the following protocol week. Final Code 6 for the upcoming week and a Draft for the week following are published and distributed for review NLT 1400 on Wednesday. Updates to the Code 6 are sent via e-mail to protocol points of contact as they occur.

★2.1.8. Prepares welcome notes for AU Commander’s signature for all DVs lodged on Maxwell AFB.

2.1.9. Makes all lodging arrangements for DVs based on host agency needs as indicated on the AETC Form 88.

★2.1.10. Notifies AU Commander, AU Public Affairs, and AETC Protocol of visits by members of US Congress or their staff.

2.1.11. Notifies HQ AETC of all DVs visiting Maxwell and Gunter using the AETC Form 88.

2.1.12. OPR for AU Commander's memento inventory and inspects all memento procedures for subordinate commanders and commandants. Establishes requirements for quarterly reporting.

2.1.13. OCR for set-up of the AU conference room for mission briefings and meetings hosted by the AU Commander, or OPR when designated.

2.2. Other AU organizations and Maxwell-Gunter tenants:

★2.2.1. Serve as OPR for DV Code 3–6 agency-initiated visits, if purpose of DVs visit is to present a lecture to an AU school or organization. If more than one agency is subsequently added to a DV Code 3–6 itinerary, the agency initiating the invitation continues to act as the OPR, coordinating with each OCR involved in the visit. Exceptions to this policy will be at the discretion of the Chief of Air University Protocol.

★2.2.2. If DV (any level) is visiting Air University to receive an orientation tour, briefings, etc., AU Director of Staff will assign a Project Officer to work with OPR. Project Officer assigned will be responsible for coordinating briefings and facilities to be visited. OPR will retain overall responsibility for the visit, including all coordination with DVs office, drafting and updating itinerary as necessary, and briefing AU Commander or AU Senior Officer involved in visit.

2.3. Office of Primary Responsibility:

2.3.1. Notifies AU Protocol of all distinguished visitors.

2.3.2. Plans, coordinates, and executes visits and events.

2.3.3. Serves as OCR for AU orientation visits when applicable.

★2.3.4. Completes an AETC Form 88, as shown at Attachment 1, for any DV Code 6 and above, DV Code 8 (CMSAF) and Medal of Honor Recipients and deliver to AU Protocol as soon as initial notification of a visit is received, but NLT COB on the Tuesday before the protocol week the DV arrives. Ensure that all AETC Forms 88 on DVs remaining overnight include SSAN. Also, indicate any STU III requirements and if this is the DVs initial visit or a repeat visit. **NOTE:** AETC Form 88 must be accomplished on all DVs visiting Maxwell or Gunter regardless of which organization they are visiting and whether or not they remain overnight.

★2.3.5. Prepare a detailed itinerary as shown at Attachment 2 for every DV visit. Coordinate itinerary and provide preliminary information to those agencies involved in the visit in a timely manner. Itineraries are due to AU Protocol NLT 1200 on Wednesday before the protocol week the DV arrives. **NOTE:** Itineraries should be marked "FOR OFFICIAL USE ONLY." Often, itineraries and arrival and departure times are unknown until very close to the arrival. However, all known information must be submitted. Notification of any updates or changes must be coordinated with AU Protocol as soon as possible.

2.4. Any agency receiving requests or direct notification of a proposed visit by an international visitor should redirect the inquiry to the Director, International Officer School (IOS), in accordance with AUI 16-102, Section 5. Make no commitment on the part of AU until IOS and AU Protocol have coordinated.

★2.5. Unexpected Guests. No advance notification of a DV arrival. Normally the command learns of the arrival through the receipt of a flight plan or actual landing at Maxwell AFB. The 42d Air Base Wing Command Post notifies the AU Protocol On-Call Officer. The On-Call Officer should report to Base Operations to greet DV and provide assistance as necessary.

★2.6. The AU Commander's policy for DV Greeters is as follows:

2.6.1. DV Code 1–4, arriving at Maxwell Base Operations – must be greeted by general officer, even if visiting non-AU organization.

2.6.2. DV Code 5–6, arriving at Maxwell Base Operations – must be greeted by 0-6 minimum; commandant of school to be visited is preferable.

2.6.3. DV Code 1–3, arriving at Dannelly Field (commercial airport) – must be greeted by general officer. If DV is “repeat or frequent” visitor, may be greeted by 0-6.

2.6.4. DV Code 4–6, arriving at Dannelly Field – will be looked at on case-by-case basis.

★2.7. For DV Codes 1–4, the Project Officer/Protocol Officer for the visit will coordinate with the AU Commander's secretary to determine if the AU Commander is available to greet or depart the DV. If the AU Commander is not available, contact the AU Vice Commander's office to determine his or her availability. If the AU Vice Commander is not available, contact the next ranking general officer on station until a senior greeter (general officer) is confirmed to greet or depart the DV. The Project Officer/Protocol Officer will keep the senior greeter's office informed of all changes or updates.

2.8. The AU Commander expects the highest standards to be met for all distinguished visitors and ceremonies. To ensure these standards are met and consistent, refer to the checklists at Attachments 3 and 4, and the AU Protocol Website (www.au.af.mil/Protocol) when preparing for visits and ceremonies.

★3. Official Ceremonies and Events – Duties and Responsibilities.

3.1. AU Protocol:

3.1.1. Serves as OCR for official ceremonies and events officiated and hosted by AU Commander or other senior officials. Serves as OPR for retirement and change of command of AU Commander. Exceptions to this policy will be at the discretion of the Chief of Protocol, Air University.

3.1.2. Provides guidance to AU agencies and organizations on official ceremonies and events.

3.1.3. Attends pre-ceremony and event planning meetings and offers assistance as required or requested.

3.1.4. Furnishes sample script, sequence of events, invitation, DV Pass, layout, program, or other materials as requested by organization serving as OPR.

3.1.5. Reviews all ceremony and event materials before AU Commander coordination and approval.

3.2. Other AU organizations and Maxwell-Gunter tenants:

3.2.1. Serve as OPR for official ceremonies and events, including those officiated and hosted by AU Commander, which are either held at or in honor of a member of their organization or unit.

3.2.2. Notify AU Protocol ASAP of date and time for official ceremony or event. AU Protocol will serve as OCR and assign a Project Officer to work with organization or unit project officer or planning committee.

3.2.3. Follow guidelines in Ceremony and Event Checklist at Attachment 4.

4. Official Representation Funds (ORF).

4.1. The Air Force uses Official Representation Funds (ORF) to uphold the standing and prestige of the United States by extending official courtesies to certain officials and dignitaries of the United States and foreign countries. Accordingly, AU Protocol maintains the AU Commander's Official Representation Fund (ORF), which is budgeted on a fiscal year basis.

4.2. AFI 65-603/AETCS1, *Official Representation Funds-Guidance & Procedures*, governs the use of ORFs and should be referred to for general guidance and approved expenditures of ORF. Specific guidance may be obtained from AU Protocol.

4.3. Annual Budget Input. In February of each fiscal year, AU Protocol requests budget inputs from AU organizations in order to prepare an Official Representation Fund Spending Plan for the upcoming fiscal year. AU organizations will provide the following information on the Excel spreadsheet provided by AU Protocol for each projected event when submitting their annual Official Representation Fund requests:

4.3.1. Name, date, and description of the event.

4.3.2. Estimated attendance (following DOD versus non-DOD guidelines outlined in AFI 65-603).

4.3.3. Description of how the funds are to be spent.

4.3.4. Estimated cost for the event.

4.3.5. Organizational point of contact for the event, with phone number.

4.3.6. Indicate whether it is a new event.

★4.4. AU Protocol consolidates the inputs and submits them through HQ AU/FM/PA and the AU Director of Staff to HQ AETC for approval. Once initial allocation is received from AETC, the ORF Spending Plan is adjusted as appropriate based on the final allocation. AU organizations are notified of the amount they are tentatively allocated; however, Air University Protocol reserves the right to reallocate funds as necessary to cover expenses for unforeseen AU Commander-sponsored visits and events.

4.5. Expenditure and Obligation of Budgeted Funds. Refer to AFI 65-603 before submitting a request to expend or obligate ORFs to determine the legality or propriety of the request. If the proposed expenditure is allowed, the following procedures apply:

★4.5.1. To request approval to spend Official Representation Funds, submit an AU Form 53, **Official Representation Funds Expenditure Request/Report**, to AU Protocol as soon as the requirements are known, but no later than 7 days before the visit or event requiring the expenditure. Circle "Request" at the top of the form. All blocks on the AU Form 53 must be filled in or it will be returned to the submitting organization for correction. Refer to the sample and detailed instructions at Attachment 5. Where applicable, include a proposed guest list with name and position or title of invitees. Proposed guest list should be broken out into DOD/Non-DOD categories. AU Protocol will route AU Form for approval, and call submitting office when approved. Make no purchase or commitment on the part of the government before receiving approval notification from AU Protocol. An IMPAC cardholder on the AU Protocol account may make purchases after notification that the AU Form 53 is approved. Those organizations that do not have an IMPAC cardholder on the AU Protocol account must make arrangements with an AU Protocol cardholder to make the purchase. Forty-eight-hour advance notice is required if AU Protocol will be required to make the purchase. Follow all applicable IMPAC purchase guidelines.

★4.5.2. AFI 65-603, *Official Representation Funds—Guidance and Procedures*, requires that a report detailing final costs and actual attendees be submitted following events or visits involving ORF expenditures. To report ORF expenditures, submit an AU Form 53, to AU Protocol no later than 3 days following visit or event. Circle "Report" at the top of the form. Refer to detailed instructions at Attachment 6.

★4.5.3. The Chief of Protocol can approve ORF expenditures of \$1–\$499. The AU Director of Staff can approve expenditures of \$500–\$999. The AU Commander is the approval authority for all requests of \$1000 and over.

★4.5.4. When the AU Form 53 has been approved, the following methods of payment will be used as appropriate: Government IMPAC Card, AF Form 9, or SF Form 1164. See detailed instructions for Government IMPAC cardholders at Attachment 7.

★5. Special Morale and Welfare Funds (SM&W).

5.1. In certain instances, Special Morale and Welfare Funds are authorized when hosting visitors or conducting an official ceremony. Examples for authorized use are: light refreshments and flowers for spouse at promotion ceremonies; light refreshments and flowers for spouse at retirement ceremonies; light refreshments at conferences (majority of attendees must be in TDY status); mementos for Government personnel and spouses. Refer to AFI 34-201, Chapter 12, and the Commander's Guide to Special Morale and Welfare Related Expenditures, 1 Oct 98, published by HQ AETC/SVF, for specific guidance.

5.2. If SM&W funds are authorized, submit a NAF Form 90 to AU/FMN (Bldg 804); AU/FMN will forward through the appropriate approval offices, including the final approval authority, 42 SPTG/SVF. When 42 SPTG/SVF has completed review and approved or disapproved the NAF Form 90, they will fax the submitting office a copy, or call submitting office for pick-up. See Attachment 8 for specific guidance on submitting NAF Form 90 and a sample NAF Form 90.

6. Forms Prescribed. AU Form 53, Official Representation Funds Expenditure Request/Report.

DONALD A. LAMONTAGNE
Lieutenant General, USAF
Commander

★Attachment 1

SAMPLE AETC FORM 88, DISTINGUISHED VISITOR NOTIFICATION

DISTINGUISHED VISITOR NOTIFICATION					
NAME		GRADE/DV CODE		GO-BY NAME	
DOE, JOHN C. THE HONORABLE		SSN: 000-00-0000 DV-3		John	
TITLE				TELEPHONE	
Assistant Secretary of the Air Force for Manpower and Reserve Affairs				(000)000-0000	
DUTY STATION/CITY/STATE					
Washington DC					
ACCOMPANIED BY (e.g., spouse)					
MAJOR I.M. SHARPE, Executive Assistant SSN 000-00-0000					
DATE AND ESTIMATED TIME OF ARRIVAL		PLACE OF ARRIVAL		MODE OF TRAVEL	
20001002 1500		Maxwell Base Ops		MilAir	
DATE AND ESTIMATED TIME OF DEPARTURE		PLACE OF DEPARTURE		MODE OF TRAVEL	
20001003 0900		Maxwell Base Ops		MilAir	
VISITING BASE/ORGANIZATION					
Air War College					
PURPOSE OF VISIT					
Guest Speaker to AWC					
BILLETING BLDG/ROOM NO		CONF #		TRANSPORTATION REQUESTED	
<input type="checkbox"/> OFF BASE <input checked="" type="checkbox"/> ON BASE		BLDG/RM			
DIRECTORATE/OPR		ACTION OFFICER/POC/ESCORT		DUTY TELEPHONE NO	HOME TELEPHONE NO
AWC/CCP		Joni Grant		0-0000	000-000-0000
OTHER CONTACT NO					
FOR AETC PROTOCOL USE ONLY					
RECEIVED FROM				DUTY TELEPHONE NO	DATE
RECEIVED BY				TIME RECEIVED	
OTHER COMMENTS					CY TO:
SEND TO					
HQ AETC/CCP 1 F Street Suite 1 Randolph AFB TX 78150-4323			PHONE: DSN 487-4126 FAX: 487-8653 EMAIL: hqaetccprotocol@randolph.af.mil		

★Attachment 2

SAMPLE ITINERARY

FOR OFFICIAL USE ONLY



ITINERARY FOR
GENERAL XXXXXXXXXXXXX
DUTY TITLE/BRANCH OF SERVICE
9-10 AUGUST 2001

PURPOSE OF VISIT: Attend Air Force Doctrine Summit II

HOST: Lieutenant General Donald A. Lamontagne (**Don**), Commander, Air University

<u>MEMBERS OF VISITING PARTY:</u>	<i>Lodging Bldg/Room and Phone Numbers</i>
GENERAL XXXXXXXX, USAF + 5	
Col XXXXXXXX, Chief of XXXXX	
Maj XXXXXXXX, Aide-de-Camp	
Maj XXXXXXXX, Commander's Action Group	
Ms. XXXXXXXX, Special Assistant	
TSgt XXXXXXXX, Enlisted Aide	

ESCORT OFFICER: (THE PRIMARY PERSON ASSIGNED TO BE WITH THE DV AND GO FROM PLACE TO PLACE WITH HIM/HER)

PROJECT OFFICER: (VISIT'S PRIMARY POINT OF CONTACT FOR SETTING UP BRIEFINGS (IF DIFFERENT FROM PROTOCOL OFFICER))

PROTOCOL PROJECT OFFICER: (Protocol Officer assigned/responsible for visit details, including creating/managing itinerary, meals, lodging, transportation plan, etc.)

Wanda Rushing, Deputy Chief of Protocol, Air University
(W) DSN 493-1513; COMM 334-953-1513; (H) 334-XXX-XXXX; (Cell) 334-462-4433

THURSDAY,
9 August 2001

UNIFORM: Long-sleeve shirt w/tie

1220 (P) Arrive Maxwell Base Ops

MIL AIR, C-20, Mission #: XXXXXX Call Sign: XXXXXXXX

Greeted By: **Lt Gen Donald A. Lamontagne (Don)**, Commander, Air University (AU/CC)

Maj Gen David MacGhee (Dave), Commander, Air Force Doctrine Center (AFDC/CC)

Col Frances Martin (Fran), Commander, 42d Air Base Wing (42 ABW/CC)

As of: 7 Aug 2001/1030

(*) Denotes recent change to itinerary

(P) Denotes Photo Op



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**ITINERARY FOR
GENERAL XXXXXXXXXXXXX
DUTY TITLE/BRANCH OF SERVICE
9-10 AUGUST 2001**

**THURSDAY,
9 August 2001**

ENSURE DAY/DATE ARE @ TOP OF EACH PAGE OF ITINERARY

1225 Depart Base Ops for Air Force Wargaming Institute (AFWI)
Accompanied by: Lt Gen Don Lamontagne (AU/CC)

1230 Arrive AFWI
Greeted by: Colonel Bobby Wilkes (Bobby), Commander, Center for Aerospace
Doctrine, Research and Education (CADRE/CC)

1245-1300 Video interview for AFDC doctrine outreach video
Conducted by: Maj Patti Frisbie (Patti), Public Affairs Officer, AFDC (AFDC/PA)

1300-1630 Air Force Performance Management Program Briefing by Air Force Manpower and
Innovation Agency (AFWI Main Conference Room)

1630 Depart AFWI for quarters
Accompanied by: Lt Gen Don Lamontagne (AU/CC)

1640 Arrive quarters

1640-1755 At leisure

1755 Depart quarters (walking) for Officers' Club
Escorted by: Lt Gen Don Lamontagne (AU/CC)
UNIFORM: Mess Dress

1800 Arrive Officers' Club
Greeted by: Col Fran Martin (42 ABW/CC)

1800-1845 Cocktails (Main Bar)

*1845-1900 (P) Heraldic Dinner Group Photo (Officers' Club – English Garden or Ballroom)

1900-2130 (P) Heraldic Dinner (Daedalian Room)

2130 (P) Indoor Field Activities (Main Ballroom)

2300 Depart Officers' Club for Quarters
Accompanied by: Lt Gen Don Lamontagne (AU/CC)

As of: 7 Aug 2001/1030

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(P) Denotes Photo Op



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**ITINERARY FOR
GENERAL XXXXXXXXXXXXX
DUTY TITLE/BRANCH OF SERVICE
9-10 AUGUST 2001**

FRIDAY,**10 August 2001****UNIFORM: Short-Sleeve Blue Shirt, Open Collar****0655**

Depart Quarters for AFWI
Accompanied by: Lt Gen Don Lamontagne (AU/CC)

0700

Arrive AFWI
Greeted by: Col Bobby Wilkes (CADRE/CC)

0700-0730 Continental Breakfast (AFWI Lobby)

0730-0930 Operation Allied Force Review

0930-0945 Break

0945-1255 Current Doctrine Issues

1255

Depart AFWI for Officers' Club
Accompanied by: Lt Gen Don Lamontagne (AU/CC)

1300 Arrive Maxwell Officers' Club

1300-1430 Working Lunch (Old South Room) (DIAGRAM ATTACHED)

1425

Depart Officers' Club for AFWI
Accompanied by: Lt Gen Don Lamontagne (AU/CC)

1430 Arrive AFWI
Greeted by: Col Bobby Wilkes (CADRE/CC)

1430-1530 Discussion/Executive Session

1530-1600 Guidance/Taskers

1605

Depart AFWI for Maxwell Base Ops
Accompanied by: Maj Gen Dave MacGhee (AFDC/CC)

1610 Arrive Maxwell Base Ops

1615 (P)

Depart Maxwell AFB for Washington DC
MIL AIR, C-20, Call Sign: _____

As of: 7 Aug 2001/1030

(*) Denotes recent change to itinerary

(P) Denotes Photo Op



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**ITINERARY FOR
GENERAL XXXXXXXXXXXXX
DUTY TITLE/BRANCH OF SERVICE
9-10 AUGUST 2001**

PRIMARY VISIT POINTS OF CONTACT

Organization	POC (name)	Phone Number(s)
Gen XXXXXXX's Office	Ms. XXXXX, Executive Assistant	DSN XXX-XXXX
Maxwell Base DV Transportation	Mr. Don Neal Ms. Debra Bayley	DSN: 493-5038/5039 COMM (334) 953-5038/5039
AU/CC's Office	Lt Col Sutterfield Ms. Carrie Ferguson	DSN: 493-2044 COMM (334) 953-2044
Maxwell Officers' Club	Mr. Paul Lewis, Manager Ms. Stephanie Case, Caterer	DSN: 493-7820/COMM (334) 264-6423 FAX (334) 269-2275
AFWI	Judy Ballance	DSN: 493-1056/COMM (334) 953-1056 FAX (334) 953-2556

As of: 7 Aug 2001/1030

(*) Denotes recent change to itinerary

(P) Denotes Photo Op



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**ITINERARY FOR
GENERAL XXXXXXXXXXXXX
DUTY TITLE/BRANCH OF SERVICE
9-10 AUGUST 2001**

**Additional Tips and Explanations
For Sample Itinerary Template**

A2.1. When entering a name in an itinerary item, enter the rank (**bold**), (proper abbreviation is fine), full name (**bold**) (First, Middle Initial and Last) and the person's "Go-By name" (**bold**), title (spelled out); then add in parentheses the abbreviation for title ex: (AU/CC). After first entry, use only rank, first name (go-by) last name, and abbreviated title. Keep on one line if possible.

A2.2. Include the MIL AIR details (Time, Airplane type, Mission #, Call sign) for arrival and departure.

A2.3. (P) Put this symbol next to places where you will have a photographer present to shoot pictures.

A2.4. (*) Denotes recent change to itinerary.

A2.5. Reflect Day/Date @ top of each page of itinerary.

A2.6. Reflect all **departure** times flush left, in ***bold italics***. Reflect all other times flush right in regular type.

A2.7. Do not list attendees for briefings/meals, etc., on itinerary. Attach a separate page with room layout/attendees/menu (if applicable), cost, etc.

A2.8. Please don't change the font size or try to conserve space. It becomes too difficult to read when it is small and squeezed together. Font size for the body of the itinerary is **10**

A2.9. On page 1, Lodging and phone number, enter suite name and 334-953-2055 x (four digit extension of the DV suite assigned for the visiting member). e.g.

Montgomery Suite
334-953-2055 x 5622

(Please be careful to not advertise widely, this phone information. It is FOUO.)

A2.10. At the "Dress" areas, indicate what the attire will be. If you state "UNIFORM OF THE DAY" then in parentheses, state what that means and for who. e.g. Dress: (sss w/ tie for stage participants) or (sss w/o tie for stage participants). sss means short sleeve shirt.

A2.11. For correct abbreviations, please refer to “‘Til Wheels Are Up” on the AU Protocol website Chapter 7, Titles and Forms of Address. This document is the USAF guide to protocol and is full of valuable information.

A2.12. When listing an acronym several times, make sure you spell it out once, followed by the acronym the first time. e.g. Community College of the Air Force (CCAF)

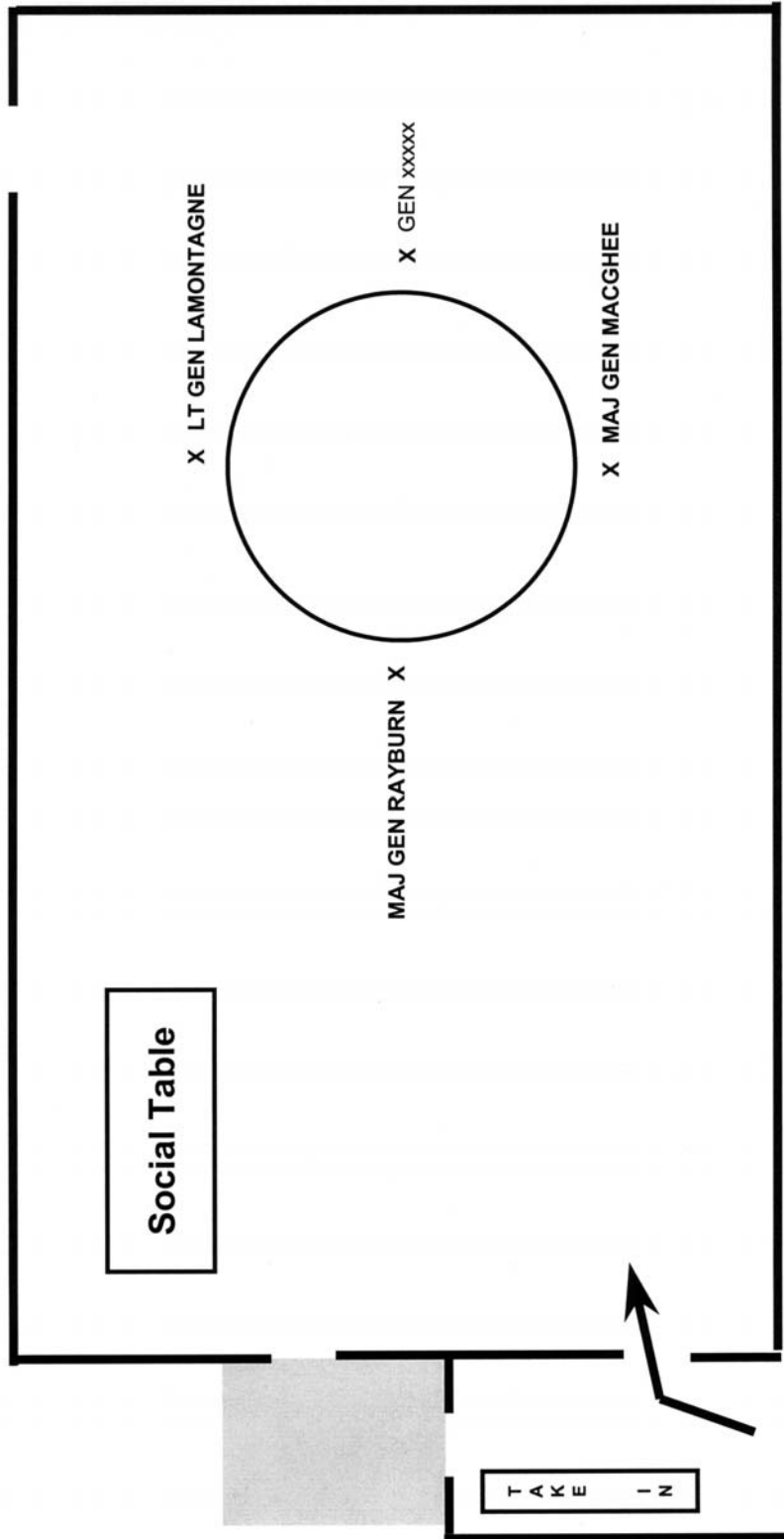
A2.13. Notice the page numbers at the bottom of each page. Ensure that the day/date are at the bottom of each page of the itinerary (use Headers/Footers). Manually type in the date and time in the footer.

A2.14. On the Primary Visit Points of Contact page, put essential names only. Suggested examples include POC at the DV’s point of origin (e.g. The Pentagon POC), the name of the POC at AFOATS, or SOC etc. Please avoid cluttering this page with unnecessary names and numbers.

A2.15. Save your itinerary under a different name (other AU Protocol Template) on the **M Drive: Protocol in the folder appropriate for your organization.**

Officers' Club Old South Room

Working Lunch, Visit of General XXXXXXXXX
10 Aug 2001



MENU: Grilled Chicken Salad
Rolls/Butter/Coffee/Tea
Cost: \$7.50 ea
SERVE TIME: 1300

ATTENDEES: (4)

Gen XXXXXXXXXX
Lt Gen Don Lamontagne, Commander, Air Universit
Maj Gen David MacGhee, Commander, Air Force Doctrine Center
Maj Gen Bentley Rayburn, Commandant, Air War College

*IF YOU CANNOT FIT ALL ATTENDEES ON LAYOUT, ATTACH SEPARATE SHEET

★Attachment 3

DV VISIT CHECKLIST

OPR	<i>INITIAL NOTIFICATION – QUESTIONS TO ASK</i>
	- What is the date and time of arrival at and departure from Air University?
	- What is the mode of transportation (Comm Air; Mil Air; POV, etc.) -- (Call Sign (Mil Air) or Flight # (Comm): -- If air, where will flight originate?
	- What is the purpose of DVs visit/special interests/issues?
	- Does DV request courtesy visit/office call with AU/CC/CV?
	- If not available on Internet, could you send bio/pertinent information on DV?
	- If DV visiting more than one location on this TDY, what is itinerary prior to arrival at Air University and following departure from Air University?
	- Will DVs spouse accompany? - If yes, what are his/her special interests/wishes for visit?
	<i>INTERNATIONAL VISITORS ONLY</i>
	- Determine language capabilities, if applicable -- Will any briefings need to be translated? -- Will an interpreter accompany the visitor?
	<i>PRE-VISIT PREPARATION</i>
	- Complete an AETC Form 88 and send to AU Protocol as soon as possible but not later than COB the Tuesday prior to the week the DV will arrive. (SEE EXAMPLE AT ATTACHMENT 1 TO THIS AUI)
	- Contact OSI, if applicable, for threat assessment (Code 3 and above), especially if traveling off-base
	- Make initial contact with organizations the DV may visit - *If DV will visit Air Force Wargaming Institute (Secure Facility), contact CADRE Protocol at 3-2680 for access requirements.
	- Build draft itinerary (SEE ATTACHMENT 2) -- If spouse is accompanying, prepare separate itinerary if required
	- Determine transportation requirements -- Coordinate with DV Transportation (3-5708)/42 TRNF/PC (e-mail)

	<ul style="list-style-type: none"> - Confirm Lodging reservations with AU Protocol (if applicable) <ul style="list-style-type: none"> -- Is STU III capability required? <ul style="list-style-type: none"> ■ Have other special requirements been accommodated?
	<ul style="list-style-type: none"> - Determine baggage requirements, make arrangements for baggage detail if necessary
	<ul style="list-style-type: none"> - Determine if DV will require Early Bird or other newspapers, etc., delivered to room, if remaining overnight
	<ul style="list-style-type: none"> - Reserve required conference facilities and make arrangements: <ul style="list-style-type: none"> -- Coffee/Water set-up -- Determine audiovisual requirements -- Seating diagram -- Determine and notify attendees -- Confirm host -- Accomplish place cards if appropriate
	<ul style="list-style-type: none"> - Will there be a hosted meal(s) for the visitor? Consider the following, if appropriate: <ul style="list-style-type: none"> -- Dietary restrictions/preferences -- Location/menu/cost -- Method of payment -- Will the activity be unit funded? -- SM&W Funding -- requires NAF Form 90 (SEE INSTRUCTIONS AT ATTACHMENT 8) -- Official Representation Funds (ORF) Funding -- requires AU Form 53 (SEE INSTRUCTIONS AT ATTACHMENTS 5 AND 6) -- Guest list (downtowners/military) -- Invitations printed -- Seating diagram -- Place cards -- Order flowers or appropriate centerpiece -- Country flags for international DVs
	<ul style="list-style-type: none"> - Determine escort requirements & define escort responsibilities
	<ul style="list-style-type: none"> - Will the visitor be making any presentations? <ul style="list-style-type: none"> -- Determine audiovisual support required -- Determine classification -- Obtain permission to tape the presentation, in advance if possible -- Brief guest speaker on AU's non-attribution policy
	<ul style="list-style-type: none"> - Reserve Base Marquee with Air University Public Affairs (http://maxgun.maxwell.af.mil/MARQUEES) or call 953-2014)
	<ul style="list-style-type: none"> - Schedule Base Photographer, if appropriate (AF Form 833)

	<ul style="list-style-type: none"> - Determine memento requirements <ul style="list-style-type: none"> -- Find out if visitor is going to make presentation to host officer -- If yes, make arrangements to have similar memento on hand for host-officer to present in return
	<ul style="list-style-type: none"> - Build transportation plan, if appropriate, including who will be in each vehicle. <ul style="list-style-type: none"> -- If necessary, dry run planned route with DV drivers for familiarity -- Coordinate with Security Forces (and/or OSI) if necessary.
	<ul style="list-style-type: none"> - Build information packages/folders for AU Commander or AU Senior Officer (Staff Summary Sheet is commander's approval is required). Include, as appropriate: <ul style="list-style-type: none"> ■ Itinerary (including spouse itinerary, if applicable) ■ Transportation Plan ■ Bio on DV ■ Meal Plans <ul style="list-style-type: none"> --- Menu --- Guest List --- Room Layout --- Seating Plan ■ If DV will be involved in any type ceremony, and either AU Commander or AU Senior Officer will attend as well, include: <ul style="list-style-type: none"> --- Complete Agenda for the event --- Script --- Complete list of other guests invited, and who has accepted to attend --- Required dress for AU Commander (and spouse, if appropriate) --- Formal Invitation (even if you have received "verbal" commitment from AU Commander's office staff) --- Bio on individual being honored (promotee/retiree, etc) --- Pertinent information on immediate family of honoree who will attend ceremony (name, relationship, city of residence, occupation, etc.) --- Diagram of ceremony area, including stage set-up and reserved parking --- Suggested remarks for AU Commander or AU Senior Officer (if they will have a speaking part) (SEE AU PUBLIC AFFAIRS FOR GUIDANCE) - Begin routing of Staff Summary Sheet/package early enough as to arrive in AU/CC's office (or AU Senior Officer) NLT one week prior to visit, or contact AU Protocol to arrange to brief at Protocol Update. AU Protocol must be included in routing or package will be returned to originator. Submit Staff Summary package electronically unless directed otherwise by AU/ES. <p>BE PREPARED TO PRE-BRIEF AU COMMANDER OR AU SENIOR OFFICER AND DV JUST PRIOR TO CEREMONY, IF REQUIRED</p>
	Inform organizations involved in visit of changes/sensitive issues

	<p>- Build Point of Contact phone listing for all support organizations and those to be visited (SEE ATTACHMENT 2, SAMPLE ITINERARY)</p> <p>Recommend (as a minimum):</p> <ul style="list-style-type: none"> ■ command post (with fax numbers - both secure and nonsecure) ■ DV transportation ■ AU Protocol ■ base ops ■ lodging ■ Base Photo Lab ■ any eating establishment to be used, in-flight kitchen ■ security forces ■ OSI ■ Schools/Units visited ■ 42 ABW Command Section (changes in Base Ops arrival/departure times)
	<p>- Determine if flags are required at any location</p> <p>-- If so, call AU Protocol Admin to reserve required flags</p>
	<i>FINAL VISIT PREPARATIONS</i>
	<i>One week prior to visit:</i>
	Finalize itinerary and forward copies to AU Protocol and all organizations/agencies involved in visit.
	Reconfirm all reservations for lodging/transportation/meals, etc.
	<p>Notify Security Forces if visitor will need access to Base (non-military, non-DoD guests)</p> <ol style="list-style-type: none"> 1. Guests are to process thru Bell Street Gate only. 2. Alphabetized list of names of ALL individuals expected to need access must be forwarded by Project Officer to 42 ABW Security Forces/SFO (3-4108) NLT 72 hours in advance. 3. All persons arriving must have a picture form of ID. 4. Drivers of vehicle must have valid driver's license and automobile registration. 5. All vehicles must be willing to submit to a vehicle inspection 6. Security Forces will issue guest/visitor a one-time pass which should be displayed in windshield of vehicle at all times while on base. <p><i>NOTE: Some frequent visitors to Maxwell AFB/Gunter Annex are issued DV credentials by 42 Wing Security Forces which are valid for one year. However, DV credentials alone will not gain visitor access to base; requirement still exists to notify Security Forces 72 hours in advance of all visitors.</i></p>
	Confirm approval of AU Forms 53 with AU Protocol (ORF Resource Advisor)

	<i>Day prior to visit:</i>
	Ensure reserved parking signs are in place, where appropriate.
	Reconfirm Base access with Security Forces, if applicable.
	<i>Day of visit:</i>
	Obtain room keys from billeting and pre-check rooms. Place information packages/Welcome Notes, etc. in rooms.
	If requested by DVs office, sign out STU III key from AU Protocol . *AU Protocol maintains only SECRET STU III keys for Montgomery/Maxwell/Fairchild/George suites. If TOP SECRET key is needed, DVs accompanying aide/member of his traveling party w/TOP SECRET clearance must obtain TOP SECRET key from 42 ABW Command Post. **All security requirements must be strictly observed when handling STU III keys.
	If required, set up coffee/water.
	If required, set up flags.
	Reconfirm Base Marquee reservation with AU Public Affairs
	<i>DURING VISIT</i>
	Deliver Early Bird or other required publications to DV (if applicable).
	Ensure escort understands responsibilities.
	Arrange for pick-up/delivery of Classified messages with Command Post.
	<i>DEPARTURE</i>
	Ensure DVs flag is delivered to accompanying personnel or aircraft, if applicable.
	Deliver meals to aircraft, if applicable.
	Collect any money owed by visitor or accompanying personnel.
	Ensure lodging charges are paid, if applicable.
	Pay any outstanding bills at Officers' Club, etc.
	Forward "AU Form 53, Report of Official Representation Fund Expenditure" to AU Protocol, if applicable, with final guest list, cost, etc.
	Retrieve STU-III key from Aide/DV - return STU-III key to AU Protocol, or ensure DVs Aide/member of traveling party returns TOP SECRET STU-III key to Command Post.
	Complete after-action report (if necessary).

★Attachment 3

OFFICIAL CEREMONY/EVENT CHECKLIST

		Page 01 of 05 Pages		
Official Ceremony Checklist		OPR: AU/PC	a/o TBD	
No.	EVENT:	DATE:	Date	Init
1. Initial scheduling and notifications: <ul style="list-style-type: none"> a. Block officiator's calendar (30 min prior to ceremony start time) b. Reserve location for: <ul style="list-style-type: none"> (1) Pre-reception, if required (change of command - for OUTGOING commander) (2) Pre-ceremony brief (NOTE: Official party and spouses meet there approx. 20 min before the ceremony. Family and other DVs, as appropriate, may be included in this gathering) (3) Ceremony <ul style="list-style-type: none"> A. Primary location B. Inclement weather back-up (if applicable) (4) Post-reception, if required (change of command – for INCOMING commander) c. Schedule photographer and/or PA coverage: <ul style="list-style-type: none"> (1) Photo Lab (3-7981). Submit AF Form 833 (NOTE: Ensure photographer remains after ceremony to meet photographic requirements such as reenactments, family pictures, etc.) (2) AU/PA (3-2014) <ul style="list-style-type: none"> A. Notify of any scheduled “media time” B. Schedule “advertising” time and/or “welcome/farewell” messages for marquees and Dispatch d. Notify 42 ABW Special Programs (3-2793). 				
2. Determine uniform requirements. (NOTE: Uniform for “official party” and invited guests may be different. All key personnel - narrator, escorts, flag bearer, dec aide - should be in the same uniform as the official party)				
3. Invitations <ul style="list-style-type: none"> a. Obtain sample wording from AU/PC b. Obtain appropriate stationery from AU/PC (if applicable) c. Allow AU/PC to review prior to printing d. Prepare RSVP list e. Notify AU/PC (via AETC Form 88) of any general officers and/or equivalents who will attend (NOTE: Contact your protocol or exec officer for procedures) f. Include map to ceremony site. (NOTE: For retirement ceremonies: Retiring individual pays for invitations to include cardstock other than general officer stationery, printing if using a commercial printing company, and postage. Exception: BITS may be used for invitations to be delivered on base. Invitations may be e-mailed.) 				

		Page 02 of 05 Pages
		Date
		Init
4. Determine guest list <ul style="list-style-type: none"> a. AU Commanders/Commandants (if appropriate) b. Civilians (“downtowners”) c. Family/friends <p><i>NOTE: IF AU/CC IS OFFICIATING, GUEST LIST MUST BE PRE-APPROVED BY HIS OFFICE PRIOR TO MAILING INVITATIONS</i></p>		
5. Program <ul style="list-style-type: none"> a. Obtain current bios (NOTE: Officiators bio is not used) b. Contact AU/PC for sequence of events c. Allow AU/PC to review prior to printing 		
6. Obtain sample script from AU/PC		
7. Gather appropriate paperwork/elements/props <ul style="list-style-type: none"> a. Award (medal/citation) (NOTE: Insure “cheater” clip is attached to medal for presentation) b. Official order c. Certificate(s)/Letter(s) d. For ribbon-cutting: <ul style="list-style-type: none"> (1) Ribbon (2) Stanchions (3) Scissors 		
8. Appoint key personnel and alternate (as applicable). [NOTE: Project officer will not assume these positions. EXCEPTION: Ceremony briefer] <ul style="list-style-type: none"> a. Narrator b. Decorations Aide (Dec Aide) c. Flag bearer d. Escorts e. Ceremony briefer 		
9. Schedule dry-run(s) [Indoor AND outdoor] NLT 2 DAYS PRIOR TO CEREMONY: <ul style="list-style-type: none"> a. Reserve location (NOTE: If ceremony is to be conducted outdoors, schedule dry-run to occur at same as actual ceremony, when possible.) b. Notify key personnel 		

		Page 03 of 05 Pages
		Date Init.
<p>10. Seating Chart</p> <p>a. Contact AU/PC for assistance. “By-name” seating for the following ONLY:</p> <ul style="list-style-type: none"> --- Mayors and/or Spouse --- AU/CC and/or Spouse --- AU/CV and/or Spouse --- 42 ABW/CC and/or Spouse --- All active-duty and retired general officers AND equivalents --- Current Chairman, Montgomery Area Chamber of Commerce and/or Spouse --- Guest of Honor and any family members present --- Spouses of Official Party members <p>b. Prepare nametags for chairs (NOTE: Photographer should have reserved seat that will allow easy access for photos)</p>		
<p>11. Site preparation</p> <p>a. Determine # of required seats</p> <p>b. Arrange room in proper fashion (NOTE: If event to be held in Officers’ Club, fax diagram to club NLT 24 hrs. prior. Fax # 269-2275)</p> <p>c. Insure PA system is operational – HAVE 42 ABW COMM SQUADRON PERSONNEL CHECK AND DRY RUN!</p> <p>d. Insure appropriate flags are present. <i>If using Honor Guard, actual members who will participate are required to attend dry run with flags, etc.</i></p> <p>e. Insure flags are in correct order and right side up (NOTE: G.O. flags: stars w/ single point up - - ★)</p> <p>f. Place nametags on chairs IAW seating chart</p> <p>g. Restore room after ceremony</p> <p>h. Return borrowed items</p>		
<p>12. Receiving Line</p> <p>a. Determine location</p> <p>b. Determine who stands in the receiving line</p> <p>c. Appoint “intro aide” and “pull off aide”</p>		
<p>13. Reception</p> <p>a. Funding: Contact AU Protocol Resource Advisor</p> <p>b. Determine menu (NOTE: For change of command, incoming CC & spouse must be consulted. IF O’CLUB CATERERS: Unless specified in contract, club will not provide punch servers or cake cutters)</p>		

		Page 04 of 05 Pages	
		Date	Init
<p>14. Miscellaneous requirements:</p> <p>a. Contact Security Police (3-4117)</p> <p>(1) Determine traffic control requirements</p> <p>(2) Notify Security Forces of all attendees invited/attending ceremony that will need access to Base (non-military, non-DoD guests)</p> <p>A. Guests are to process thru Bell Street Gate only.</p> <p>B. Alphabetized list of names of ALL individuals expected to need access must be forwarded by Project Officer to 42 ABW Security Forces/SFO (3-4108) NLT 72 hours in advance.</p> <p>C. All persons arriving must have a picture form of ID.</p> <p>D. Driver of vehicle must have valid driver's license and automobile registration.</p> <p>E. All vehicles must be willing to submit to a vehicle inspection</p> <p>F. Security Forces will issue guest/visitor a one-time pass which should be displayed in windshield of vehicle at all times while on base.</p> <p><i>NOTE: Some frequent visitors to Maxwell AFB/Gunter Annex are issued DV credentials by 42 Wing Security Forces which are valid for one year. However, DV credentials alone will not gain visitor access to base; requirement still exists to notify Security Forces 72 hours in advance of all visitors.</i></p> <p>b. Contact transportation (as applicable) (3-5708)/42 TRNF/PC (e-mail)</p> <p>c. Determine music requirements:</p> <p>(1) Schedule band - Band of the Air Force Reserve – Contact AU Public Affairs, 3-2014</p> <p>(2) Pre-recorded music:</p> <p>A. Ruffles & Flourishes and appropriate March (NOTE: For Army & Air Force, use "General's March; for Navy & Marine Corps use "Flag Officer's March)</p> <p>B. National Anthem</p> <p>C. AF Song (or appropriate service song)</p> <p>d. Decoration pillow</p> <p>e. Decoration table</p> <p>f. Parking</p> <p>(1) "Reserved" parking signs may be borrowed from AU/PC</p> <p>(2) Reserve parking for those individuals who have "by-name" seating (NOTE: See para 10a.)</p>			

		Page 05 of 05 Pages	
		Date	Init
<p>15. If AU/CC is officiating/attending, the following is required NLT one week prior to ceremony: (If attending only, send event brief cover sheet (info only); if officiating, send Staff Summary Sheet for approval – electronically unless otherwise directed by AU/ES)</p> <ul style="list-style-type: none"> --- Complete Agenda for the event --- Script --- Complete list of other guests invited, and who has accepted to attend --- Required dress for AU Commander (and spouse, if appropriate) --- Formal Invitation (even if you have received “verbal” commitment from AU Commander’s office staff) --- Bio on individual being honored (promotee/retiree, etc) --- Pertinent information on immediate family of honoree who will attend ceremony (name, relationship, city of residence, occupation, etc.) --- Diagram of ceremony area, including stage set-up and reserved parking --- Suggested remarks for AU Commander or AU Senior Officer (if they will have a speaking part) (SEE AU PUBLIC AFFAIRS FOR GUIDANCE) <p>- Begin coordination process in time for event brief/Staff Summary Sheet to arrive AU/CC’s office (or AU Senior Officer) NLT <u>one week prior</u> to visit, or contact AU Protocol to arrange to brief at Protocol Update. If AU Protocol is not included in coordination, package will be returned to originator.</p>			
<p>16. If inclement weather plan becomes primary plan, notify:</p> <ul style="list-style-type: none"> a. Official party b. Key personnel c. Command section (if applicable) d. AU protocol (if applicable) e. Wing support personnel (as applicable) <ul style="list-style-type: none"> (1) 42 ABW Special Programs (2) Photographer (3) Transportation (4) Public Affairs (5) Communications Squadron (6) Security Police (7) Base populace (via e-mail or marquee) 			

★Attachment 5

SAMPLE AU FORM 53, REQUEST FOR EXPENDITURE

TO: HEADQUARTERS AIR UNIVERSITY OFFICE OF PROTOCOL (AU/PC)		OFFICIAL REPRESENTATION FUNDS EXPENDITURE REQUEST REPORT		(1) FROM: AWC/CCP Joni Grant, 3-2492	
(2) PURPOSE OF FUNDS REQUEST To pay for meals and beverages for guests attending dinner in honor of Mr. Lee Iococca, guest speaker, AWC, 2 Nov 01					
(3) GUEST(S) OF HONOR (Full Name and Title) Mr. Lee Iococca Chairman of the Board, Chrysler Corporation			(4) HOST (Full Name and Title) DONALD A. LAMONTAGNE, Lt Gen, USAF Commander, Air University		
(5) PLACE OF FUNCTION (If Applicable) Maxwell Officers' Club, Daedalian Room			(6) DATE/TIME 2 Nov 01/2030		PROTOCOL USE ONLY (7) PROTOCOL VOUCHER NUMBER
(8) GUEST RATIOS (Estimate) (Attach Invited Guest List) DOD GUESTS: 4 33.33% NON-DOD GUESTS: 8 66.67% TOTAL: 12 100%		(9) MENU (If Applicable) Prime Rib Baked Potato Steamed Vegetables Tossed Salad Rolls/Butter		(10) DV CATEGORY (Check One) DOD PROTOCOL <input type="checkbox"/> COMMUNITY RELATIONS <input type="checkbox"/> PUBLIC RELATIONS <input checked="" type="checkbox"/> INTERNATIONAL <input type="checkbox"/> OTHER: Mementos	
(11) ITEMIZED ESTIMATE COST OF EXPENDITURE					
DESCRIPTION		QUANTITY	UNIT PRICE	TOTAL	
Meals		12	\$20.00	\$240.00	
Beverages		24	\$4.00	\$96.00	
GRAND TOTAL:				\$336.00	
(12) ACCOUNTING CLASSIFICATION 5723400 302 6447 ED891Q 04 61950 660700					
CERTIFICATION OF FUNDS AVAILABILITY					
(13) NAME & GRADE MICHAEL E. OUTTEN, Col, USAF Director, Fin Mgt/Comptroller		SIGNATURE 		DATE 	
APPROVAL OF EXPENDITURE					
(14) NAME & GRADE JOSEPH M. HARRELL, Major, USAF Chief of Protocol		SIGNATURE 		DATE 	
REPORT OF ACTUAL EXPENDITURES/FINAL GUEST LIST (**TO BE COMPLETED AFTER VISIT/EVENT**)					
(15) GUEST RATIOS (Actual) (Attach Final Attendee List) DOD GUESTS: _____ NON-DOD GUESTS: _____ TOTAL: _____		(17) REMARKS (Final attendee list may be reflected here if possible) 			
(16) FINAL EXPENDITURE COST (Attach Copy of Receipt) 					
NOTE: FULL GUEST LIST INCLUDING NAME, RANK, AND DUTY TITLE IS REQUIRED FOR APPROVAL AND ORIGINAL RECEIPT OR VOUCHER IS REQUIRED FOLLOWING FUNCTION OR PURCHASE. REFER TO AFI 65-603 FOR GUIDANCE ON APPROPRIATED FUND USE.					

INSTRUCTIONS FOR COMPLETING AU FORM 53

WHEN USING FORM TO REQUEST EXPENDITURE:

A5.1. Refer to AFI 65-603, 1 Nov 97, and AETC Commander's Guide to Special Morale and Welfare (SM&W) and Related Expenditures, 1 Oct 98, for guidance on authorized use of Official Representation Funds (ORF). If, after reviewing these publications, you believe your expenditure is authorized, follow the procedures below to request permission to expend ORFs.

A5.1.1. Fill out AU Form 53, **Official Representation Funds Expenditure Request/Report**. Circle "Request For" on the form. Please fill out separate forms for each event, i.e., if you are going to entertain a DV for breakfast and lunch, submit two separate forms. It is not necessary to submit forms for each person.

A5.1.2. Submit AU Form 53 to AU Protocol ORF Resource Advisor NLT **7 working days** prior to the event.

A5.2. The following information **MUST** be filled in on the AU Form 53, or it will be returned to the originator for correction.

A5.2.1. BLOCK 1: Originator's name, office symbol, and phone number.

A5.2.2. BLOCK 2: State the purpose of your request, i.e., "To purchase dinner for Gen Larry Welch, guest speaker, JFOWC (17 Oct 01).

A5.2.3. BLOCK 3: Full name, rank and duty title of Guest of Honor. If no formal duty title is appropriate, use function the guest will perform, i.e., Col George Day, USAF, Retired, panel member, SOS Warrior Symposium. If guest of honor is a group, in Block 5, state (*example*) "Members, 2001 Maxwell-Gunter-Montgomery Partners – SEE ATTACHED," and attach a complete list of the names, ranks, and duty titles of each member.

A5.2.4. BLOCK 4: Self-explanatory.

A5.2.5. BLOCK 5: Self-explanatory.

A5.2.6. BLOCK 6: Self-explanatory.

A5.2.7. BLOCK 7: LEAVE BLANK – AU Protocol will assign this number.

A5.2.8. BLOCK 8: Provide the number of DoD guests who will be paid for with ORFs (NOTE: International students attending AU schools and their spouses are counted as DoD, as are spouses of active duty military members.) Provide the number of Non-DoD guests who will be paid for with ORFs. NOTE: Retired general officers and their spouses are generally counted as Non-DoD.) The total and percentages will be automatically calculated for you. If the guest of honor is a DoD person who is authorized entertainment from ORF funds in accordance with AFI 65-603, para 3.3, it is not necessary to figure ratios.

A5.2.9. BLOCK 9: Self-explanatory.

A5.2.10. BLOCK 10: Enter the category of entertainment. If in doubt, consult AFI 65-603, para 2. If the purpose of your request is to purchase mementos, mark the “Other” block, and type in “Memento Purchase.”

A5.2.11. BLOCK 11: Enter a description of the item(s) you intend to purchase. You MUST include a quantity and unit price. The Total and Grand Total will automatically be calculated for you.

A5.2.12. BLOCK 12: Type in 5723400 302 6447 ED891Q 04 61950 660700. The underlined numbers change with fiscal year. If in doubt, call AU Protocol ORF Resource Advisor.

A5.2.13. BLOCK 13: Type in current Director, Financial Mgt/Comptroller’s name and duty title (at present: MICHAEL E. OUTTEN, Col, USAF). If in doubt, call 3-7535 or AU Protocol ORF Resource Advisor.

A5.2.14. BLOCK 14: Depending on the amount requested, use one of the following signature blocks:

\$1 - \$499 (Current Name), Chief of Protocol
\$500 - \$999 (Current Name), Director of Staff
\$1000 and up (Current Name), Commander, Air University

A5.2.15. BLOCK 15: Leave blank on REQUESTS FOR EXPENDITURE.

A5.2.16. BLOCK 16: Leave blank on REQUESTS FOR EXPENDITURE.

A5.2.17. BLOCK 17: Use this section to list invited guests, if possible. If you have more guests than you can list in this section, type in “GUEST LIST ATTACHED.” You may also use this section for further explanation of the purpose of your request, or to further define who your guest of honor is.

A5.2.18. GUEST LISTS: You MUST submit a proposed guest list with your request for expenditure. The guest list should include all guests whose meal will be paid for from Official Representation Funds. The list must include full name, rank, and title. If spouses are invited, it is acceptable to list “Lt Gen Donald Lamontagne, Commander, Air University, and Mrs. Karen Lamontagne.” Guest lists must be broken out into DoD personnel/Non-DoD personnel (see BLOCK 10 above). The guest list will include guest(s) of honor. **NOTE: The number and category (DoD/Non-DoD) of guests you list MUST match the number listed in BLOCK 8.**

A5.3. Once AU Protocol receives your AU 53 and checks for accuracy/validity, it will be processed through the appropriate approval authorities. When your AU 53 has been approved, the AU Protocol ORF Resource Advisor will notify you. IF YOU HAVE NOT RECEIVED NOTIFICATION PRIOR TO YOUR EVENT, PLEASE CALL AU PROTOCOL. DO NOT SPEND FUNDS UNTIL YOU ARE NOTIFIED YOUR AU 53 HAS BEEN APPROVED.

A5.3.1. It is important to stress that the approval process takes time. It is imperative that AU Protocol receives Requests for Expenditure at least 7 working days in advance of the function.

If ANY block on the Request for Expenditure form is not filled in, or if there is incomplete/inaccurate information, the form will be returned to the originator for correction.

A5.3.2. AU PROTOCOL WILL NOT BE RESPONSIBLE FOR ENSURING REQUESTS FOR EXPENDITURE FORMS GET PROCESSED PRIOR TO AN EVENT IF THE FORM IS NOT RECEIVED AT LEAST 7 WORKING DAYS IN ADVANCE OF THE FUNCTION. If received less than 7 days from the event, the originator will be asked to hand-carry the form through the appropriate approval channels.

A5.4. If the Request for Expenditure form is approved, but the originator is not an IMPAC cardholder, a cardholder from AU Protocol will be required to accompany the event coordinator shopping to purchase required items or make payment (if required), or go to the location where the event will be held to pay the bill. If an AU Protocol cardholder will be required to accompany the event coordinator to purchase required items, 48-hour advance notice is required. Follow all applicable IMPAC purchase guidelines.

**INVITEE LIST
DINNER IN HONOR OF
MR. LEE IOCOCCA
2 NOV 01**

DoD

Lt Gen Donald A. Lamontagne, Commander, Air University
Maj Gen Bentley Rayburn, Commandant, Air War College
Brig Gen Paul Hankins, Commander, Air Force Officer Accession and Training Schools
Brig Gen (Sel) John T. Sheridan, Commandant, Air Command and Staff College

Non-DoD

The Honorable Bobby N. Bright, Mayor of Montgomery
Mr. Rod Frazer, Chairman, Enstar
Mr. Tom Albrecht, CEO, The Barclay Agency
Mr. Joel Greene, Military and Federal Affairs, Montgomery Area Chamber of Commerce
Mr. Lee Iococca, Chairman of the Board, Crysler Corporation
Mrs. Vicki Williams, President, Anchor Mortgage
Mr. Randy Dixon, Executive Assistant to the Mayor of the City of Montgomery
Mr. Todd Strange, President, Blount-Strange Holdings, LLC

★Attachment 6

SAMPLE AU FORM 53, REPORT OF EXPENDITURE

TO: HEADQUARTERS AIR UNIVERSITY OFFICE OF PROTOCOL (AU/PC)		OFFICIAL REPRESENTATION FUNDS EXPENDITURE REQUEST REPORT		(1) FROM: AWC/CCP Joni Grant, 3-2492	
(2) PURPOSE OF FUNDS REQUEST To pay for meals and beverages for guest attending dinner in honor of Mr. Lee Iococca, guest speaker, AWC, 2 Nov 01					
(3) GUEST(S) OF HONOR (Full Name and Title) Mr. Lee Iococca Chairman of the Board, Crysler Corporation			(4) HOST (Full Name and Title) DONALD A. LAMONTAGNE, Lt Gen, USAF Commander, Air University		
(5) PLACE OF FUNCTION (If Applicable) Maxwell Officers' Club, Daedalian Room			(6) DATE/TIME 2 Nov 01/2030		PROTOCOL USE ONLY
					(7) PROTOCOL VOUCHER NUMBER
(8) GUEST RATIOS (Estimate) (Attach Invited Guest List) DOD GUESTS: _____ NON-DOD GUESTS: _____ TOTAL: _____		(9) MENU (If Applicable) Prime Rib Baked Potato Steamed Vegetables Tossed Salad Rolls/Butter		(10) DV CATEGORY (Check One) DOD PROTOCOL <input type="checkbox"/> COMMUNITY RELATIONS <input type="checkbox"/> PUBLIC RELATIONS <input checked="" type="checkbox"/> INTERNATIONAL <input type="checkbox"/> OTHER: _____	
(11) ITEMIZED ESTIMATE COST OF EXPENDITURE					
DESCRIPTION		QUANTITY	UNIT PRICE	TOTAL	
Meals		12	\$20.00	\$240.00	
Beverages		24	\$4.00	\$96.00	
GRAND TOTAL:			\$336.00		
(12) ACCOUNTING CLASSIFICATION 5723400 302 6447 ED891Q 04 61950 660700					
CERTIFICATION OF FUNDS AVAILABILITY					
(13) NAME & GRADE		SIGNATURE		DATE	
APPROVAL OF EXPENDITURE					
(14) NAME & GRADE		SIGNATURE		DATE	
REPORT OF ACTUAL EXPENDITURES/FINAL GUEST LIST (**TO BE COMPLETED AFTER VISIT/EVENT**)					
(15) GUEST RATIOS (Actual) (Attach Final Attendee List) DOD GUESTS: <u>3</u> <u>42.86%</u> NON-DOD GUESTS: <u>4</u> <u>57.14%</u> TOTAL: <u>7</u> <u>100%</u>		(17) REMARKS (Final attendee list may be reflected here if possible) Lt Gen Donald Lamontagne, Commander, Air University, DoD Maj Gen Bentley Rayburn, Commandant, Air War College, DoD Brig Gen Paul Hankins, Comdr, AF Officer Accession & Trng Schools, DoD The Honorable Bobby N. Bright, Major of Montgomery, Non-DoD Mr. Rod Frazer, Chairman, Enstar, Non-DoD Mr. Lee Iococca, Chairman of the Board, Crysler Corporation, Non-DoD Mr. Tom Albrecht, CEO, The Barclay Agency, Non-DoD			
(16) FINAL EXPENDITURE COST (Attach Copy of Receipt) \$154.00					
NOTE: FULL GUEST LIST INCLUDING NAME, RANK, AND DUTY TITLE IS REQUIRED FOR APPROVAL AND ORIGINAL RECEIPT OR VOUCHER IS REQUIRED FOLLOWING FUNCTION OR PURCHASE. REFER TO AFI 65-603 FOR GUIDANCE ON APPROPRIATED FUND USE.					

INSTRUCTIONS FOR COMPLETING AU FORM 53***WHEN USING FORM TO REPORT EXPENDITURE:***

A6.1. Fill out AU Form 53, **Official Representation Funds Expenditure Request/Report**. Circle "Report of " on the form. If you originally submitted two different forms for one DV visit/event, it is necessary to fill out two separate Reports of Expenditure forms.

A6.2. Submit AU Form 53 to AU Protocol ORF Resource Advisor NLT 3 **working days** following the event.

A6.3. The following information **MUST** be filled in on the AU Form 53, or it will be returned to the originator for correction.

A6.3.1. BLOCK 1: Originator's name, office symbol, and phone number.

A6.3.1. BLOCK 2: State the purpose of your request, i.e., "To purchase dinner for Gen Larry Welch, guest speaker, JFOWC (17 Oct 01).

A6.3.1. BLOCK 3: Full name, rank and duty title of Guest of Honor. If no formal duty title is appropriate, use function the guest will perform, i.e., Col George Day, USAF, Retired, panel member, SOS Warrior Symposium. If guest of honor was a group, in Block 5, state (*example*) "Members, 2001 Maxwell-Gunter-Montgomery Partners – SEE ATTACHED," and attach a complete list of the names, ranks, and duty titles of each member.

A6.3.1. BLOCK 4: Same as on Request form.

A6.3.2. BLOCK 5: Same as on Request form.

A6.3.3. BLOCK 6: Same as on Request form.

A6.3.4. BLOCK 7: Use number assigned to Request form by AU Protocol.

A6.3.5. BLOCK 8: Leave blank on Report of Expenditure form.

A6.3.6. BLOCK 9: Same as on REQUEST form.

A6.3.7. BLOCK 10: Use same category reflected on Request for Expenditure form.

A6.3.8. BLOCK 11: Same as on Request form.

A6.3.9. BLOCK 12: Type in 5723400 302 6447 ED891Q 04 61950 660700 - Same as on Request form.

A6.3.10. BLOCK 13: Leave blank on Report of Expenditure form.

A6.3.11. BLOCK 14: Leave blank on Report of Expenditure form.

A6.3.12. BLOCK 15: Use this block to report ACTUAL ATTENDEES by DoD/Non-DoD category. From total attendees, figure ratios for DoD/Non-DoD.

A6.3.13. BLOCK 16: Use this block to report the total amount of funds expended for this Report of Expenditure form. Attach a copy of the receipt.

A6.3.14. BLOCK 17: Use this block to list ACTUAL ATTENDEES at the event, if possible. If you have more attendees than you can list in this section, type in "ACTUAL ATTENDEE LIST ATTACHED," and attach a copy of the list of people who actually attended the event. The same rules apply to this list, i.e., full name, rank, duty title, and DoD/Non-DoD. **NOTE:** The number and category (DoD/Non-DoD) of guests you list MUST match the number listed in BLOCK 15.

★Attachment 7

INSTRUCTIONS FOR ORF IMPAC CARDHOLDERS

If originator of AU Form 53, **Official Representation Funds Expenditure Request/Report**, is an ORF IMPAC Cardholder, the following instructions apply:

A7.1. If you have been notified by AU Protocol that your Request for Expenditure has been approved, you may purchase necessary items at your convenience. Remember to verify that your vendor will accept the Government IMPAC Card, and tell the vendor it is a TAX EXEMPT purchase. If paying for a dinner at either a local restaurant or the Officers' Club, it will be necessary for YOU, the cardholder, to pay the bill. You are not authorized to let another person use your IMPAC card.

A7.2. Once your purchase has been made, log the purchase in the Customer Automation and Reporting Environment (C.A.R.E – C.A.R.E.usbank.com) Transaction Log following C.A.R.E. guidance. Include the voucher number assigned by AU Protocol ORF Resource Advisor in the COMMENT section for easy reference. (**NOTE:** It is no longer necessary to maintain a paper-copy Log—only the electronic Transaction Log in C.A.R.E.)

A7.3. Retain the original receipt in your IMPAC Cardholder Purchase file.

A7.4. In the C.A.R.E. system, it is not necessary to wait until monthly Cardholder Statement is received to reconcile/approve your purchase. Purchase may be reconciled/approved as soon as it appears in the C.A.R.E. system. NLT 3 days following close of billing cycle, cardholder must go into C.A.R.E. system and reconcile/approve any outstanding charges. IF CARDHOLDER DOES NOT RECONCILE/APPROVE PURCHASE WITHIN 15 DAYS OF CYCLE CLOSE, C.A.R.E. SYSTEM WILL LOCK THE CARDHOLDER OUT AND IT WILL BE NECESSARY FOR CARDHOLDER TO NOTIFY BANK TO RECEIVE ACCESS INTO C.A.R.E. SYSTEM.

A7.5. When you receive your paper copy-monthly Cardholder Statement, reconcile your Statement against receipts and C.A.R.E. Transaction Log. If the statement is accurate, sign the back of BOTH PAGES of the statement, and forward the original statement and a COPY of your receipts to the AU Protocol ORF Billing Official. Retain a copy of your statement and the original receipts.

A7.6. STATEMENTS AND RECEIPTS MUST BE FORWARDED TO AU PROTOCOL NLT 3 DAYS AFTER YOU RECEIVE THE STATEMENT

A7.7. If you did not make any purchases during the month, you will not receive a statement, and the C.A.R.E. system will automatically reflect APPROVED for that billing cycle.

A7.8. If you are absent from your duty station for an extended period due to leave/TDY, it is your responsibility to ensure that your billing official has access to your paper copy-monthly Cardholder Statement, and your C.A.R.E. statement.

A7.9. The AU Protocol IMPAC Cardholder Billing Official will review your transactions in the C.A.R.E. system for the appropriate cycle, and either approve or reject as applicable. If Billing Official rejects a transaction, you will be notified of the reason for rejection. You must then take action to correct as necessary, and re-approve. The AU Protocol IMPAC Cardholder Billing Official will also review your monthly Cardholder Statement and reconcile against the Monthly Billing Official Statement. He/she will sign your statement, and forward a copy of the signed statement back to you. You are required to keep a copy of the SIGNED statement (signed by cardholder AND billing official) on file in your IMPAC cardholder folder.

A7.10. These procedures will apply until monthly Cardholder Statements (paper copy) are no longer received.

★Attachment 8

**SAMPLE NAF FORM 90,
SPECIAL MOREALE AND WELFARE FUNDING REQUEST**

TO: AU/FMN 42 SPTG/SVFR IN TURN	SPECIAL MORALE AND WELFARE (SM&W) FUNDING REQUEST	FROM Wanda Rushing, AU/PC FUNDS REQUESTED <u>\$10</u>										
BRIEF DESCRIPTION OF HOW THE FUNDS WILL BE SPENT: <u>To purchase a fruit basket for visit of</u> <u>Gen Ralph Eberhart, 10-12 Aug 01. Reference Comdr's Guide to SM&W Expenditures,</u> <u>paragraph E, Rule 80.</u>												
DATE AND PLACE OF FUNCTION <div style="text-align: center;">ATTENDANCE:</div> <div style="margin-top: 10px;"> MILITARY _____ DOD CIVILIAN _____ DOD GUEST _____ NON-DOD GUEST _____ TOTAL ATTENDEES _____ </div>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">(Signature)</td> <td style="text-align: center; border-bottom: 1px solid black;">(Date)</td> </tr> <tr> <td colspan="2" style="border: none;">Address of Organization: _____ Phone: _____</td> </tr> <tr> <td colspan="2" style="border: none; padding-top: 10px;"> I CERTIFY SM&W FUNDS WILL NOT BE USED TO PURCHASE MEALS FOR PERSONNEL IN A PER DIEM STATUS. </td> </tr> <tr> <td colspan="2" style="border: none; text-align: center;"> <i>Wanda Rushing</i> <u>fax: 3-2225</u> <u>3-2095</u> <u>9/17/01</u> (PROJECT OFFICER/TELEPHONE AND FAX #) (Date) </td> </tr> </table>		(Signature)	(Date)	Address of Organization: _____ Phone: _____		I CERTIFY SM&W FUNDS WILL NOT BE USED TO PURCHASE MEALS FOR PERSONNEL IN A PER DIEM STATUS.		<i>Wanda Rushing</i> <u>fax: 3-2225</u> <u>3-2095</u> <u>9/17/01</u> (PROJECT OFFICER/TELEPHONE AND FAX #) (Date)			
(Signature)	(Date)											
Address of Organization: _____ Phone: _____												
I CERTIFY SM&W FUNDS WILL NOT BE USED TO PURCHASE MEALS FOR PERSONNEL IN A PER DIEM STATUS.												
<i>Wanda Rushing</i> <u>fax: 3-2225</u> <u>3-2095</u> <u>9/17/01</u> (PROJECT OFFICER/TELEPHONE AND FAX #) (Date)												
ITEMIZED COST												
DESCRIPTION	COST											
Fruit Basket	\$10.00											
	\$ -											
	\$ -											
	\$ -											
	\$ -											
	TOTAL COST <u>\$10.00</u>											
REQUIRED REVIEW												
APPROPRIATED FUNDS ARE / ARE NOT AUTHORIZED FOR THIS REQUEST. SM&W FUNDS ARE / ARE NOT AUTHORIZED. THE AMOUNT AUTHORIZED IS \$ _____.												
SVFR REQUEST # _____ BUDGET _____ SPENT TO DATE _____ AVAILABLE BALANCE _____ REQUESTED AMOUNT _____ NEW BALANCE _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">AU/FM</td> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">DATE</td> </tr> <tr> <td colspan="2" style="border: none; padding-top: 10px;"> SM&W FUNDS ARE / ARE NOT AUTHORIZED, THE AMOUNT AUTHORIZED IS \$ _____. </td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">RMFC</td> <td style="text-align: center; border-bottom: 1px solid black;">DATE</td> </tr> <tr> <td colspan="2" style="border: none; padding-top: 10px;"> THE ABOVE REQUEST IS APPROVED/DISAPPROVED IN THE AMOUNT OF \$ _____. </td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">42 SPTG/SV</td> <td style="text-align: center; border-bottom: 1px solid black;">DATE</td> </tr> </table>		AU/FM	DATE	SM&W FUNDS ARE / ARE NOT AUTHORIZED, THE AMOUNT AUTHORIZED IS \$ _____.		RMFC	DATE	THE ABOVE REQUEST IS APPROVED/DISAPPROVED IN THE AMOUNT OF \$ _____.		42 SPTG/SV	DATE
AU/FM	DATE											
SM&W FUNDS ARE / ARE NOT AUTHORIZED, THE AMOUNT AUTHORIZED IS \$ _____.												
RMFC	DATE											
THE ABOVE REQUEST IS APPROVED/DISAPPROVED IN THE AMOUNT OF \$ _____.												
42 SPTG/SV	DATE											

INSTRUCTIONS FOR COMPLETING NAF FORM 90

A8.1. Special Morale and Welfare Funds (SM&W – non-appropriated) are authorized for certain categories of events. Refer to AFI 34-201, Chapter 12, and/or Commander's Guide to Special Morale and Welfare (SM&W) and Related Expenditures, 1 Oct 98, published by HQ AETC/SVF, for specific guidance. Contact AU/FMN for questions concerning authorized expenditures.

A8.2. If SM&W funds are authorized, submit a NAF Form 90 to request approval for expenditure of SM&W funds to AU/FMN NLT 7 days prior to the event/required expenditure.

A8.3. The following instructions apply to fill out the form:

A8.3.1. TO: Pre-filled block

A8.3.2. FROM: (Requestor's office symbol)

A8.3.3. FUNDS REQUESTED: Total amount of funds being requested (i.e., \$50 for light refreshments, \$20 for flowers = total of \$70)

A8.3.4. DESCRIPTION OF HOW FUNDS WILL BE SPENT: Briefly describe what the funds will be used to purchase, i.e., "Refreshments for reception following promotion ceremony of Col John Doe" NOTE: Reference Table and Rule Number from Commander's Guide to SM&W Expenditures which apply to this expenditure, i.e., Table A, Rule 16)

A8.3.5. DATE AND PLACE OF FUNCTION: (self-explanatory)

A8.3.6. SIGNATURE: Signature of SM&W organization coordinator

A8.3.7. PROJECT OFFICER/TELEPHONE: # **(the name and telephone number of the person who will actually be making the purchase and will need to be authorized advance payment, or receive reimbursement)**

A8.3.8. ATTENDANCE: You are required to report your ANTICIPATED attendance, broken out by Military/DOD Civilian/DOD Guest (usually spouse of Military/DOD Civilian)/Non-DOD Guest ("downtowners" or family members/friends of honoree)

A8.3.9. ITEMIZED COST (DESCRIPTION/COST): Estimated cost of items to be purchased. It is necessary to break out refreshments from flowers for spouse, memento, etc.

A8.3.10. REQUIRED REVIEW: Leave blank.

A8.4. When your NAF Form 90 has been coordinated through the appropriate offices, you will receive a call from 42 SPTG/SVF telling you whether your form was approved or disapproved. If the form was approved, 42 SPTG/SVF will fax you the approved NAF Form 90. Once your NAF Form 90 has been approved, you are authorized to make the purchase anytime prior to the ceremony/event. **DO NOT MAKE ANY PURCHASES UNTIL YOU HAVE BEEN NOTIFIED YOUR NAF FORM 90 HAS BEEN APPROVED. IF YOU EXPEND PERSONAL FUNDS**

PRIOR TO THE FORM BEING APPROVED, AND FOR SOME REASON IT IS NOT APPROVED, YOU WILL **NOT** BE REIMBURSED.

A8.5. Not later than three days following the approved event or purchase, hand-carry your original receipt to 42 SPTG/SVF, Bldg 835 (3-4060). You will be called when your reimbursement funds are ready to be picked up. Funds are distributed on Wednesdays and Fridays from 0800-1200.

A8.6. If you received advance payment, NLT 3 days following the approved event or purchase, hand-carry your original receipt, and any unused funds to 42 SPTG/SVF, Bldg 835.

A8.7. YOU WILL NOT BE REIMBURSED FOR **ANY** AMOUNT OVER THE AMOUNT AUTHORIZED ON YOUR NAF FORM 90.

A8.8. Any payment not picked up within 30 days of the event or purchase will be returned to the MWR Fund and the funds will no longer be reimbursed to the requestor.

A8.9. ADVANCE PAYMENT: Advance payment is USUALLY not authorized for purchases of less than \$100. If purchase will be less than \$100, Project Officer must purchase items from personal funds, and will be reimbursed following the purchase. **DO NOT MAKE ANY PURCHASES UNTIL YOU HAVE BEEN NOTIFIED YOUR NAF FORM 90 HAS BEEN APPROVED. IF YOU EXPEND PERSONAL FUNDS PRIOR TO THE FORM BEING APPROVED, AND FOR SOME REASON IT IS NOT APPROVED, YOU WILL **NOT** BE REIMBURSED.**

A8.10. If expenditure will be \$100 or more and advance payment is requested, it will be necessary to fill out a Special Morale & Welfare Audit Worksheet. Contact 42 SPTG/SVF, 3-3686.

A8.11. If the purchase or event does not take place, all money must be returned to the 42 SPTG/SVF within 3 duty days to be returned to the MWR Fund.

A8.12. Submit the advance payment form with your NAF Form 90.

A8.13. Refer to 42 ABW/CC Ltr, 2 Oct 01.

★Attachment 9

TERMS FOR ATTIRE WITHIN AIR UNIVERSITY

TERM	MALE	FEMALE
<i>Formal</i>	Mess Dress Tuxedo	Long or short dress Cocktail dress
Business Suit	Business Suit	“Sunday” dress; suit
Coat & Tie	Sport jacket & tie	Dress; pants suit; skirt & blouse, optional jacket; dressy slacks & top
Smart Casual	Dress slacks, open collar shirt; Sport coat or blazer optional	Dress; skirt & top; pants & top
Casual	Dockers, Polo shirt	Pants & top; skirt & top; knee-length, loose-fitting shorts, knit top
Casual, Jeans	Jeans Boots or sneakers	Jeans; jean skirt, blouse; T-shirt or sweater; golf shirt Boots or sneakers
Casual, Island	Bermuda shorts T-shirt Sandals, sneakers	Shorts, T-shirt Sandals, sneakers

★Attachment 10

DEPARTMENT OF THE AIR FORCE PROTOCOL PRECEDENCE**As Of: March 02****VIP 1****Code:**

- 1 PRESIDENT OF THE UNITED STATES
- 2 HEADS OF STATE/REIGNING ROYALTY

VIP 2 (FOUR STAR EQUIVALENT)**Code:**

- 3 VICE PRESIDENT OF THE UNITED STATES
- 4 GOVERNORS IN OWN STATE (SEE #42)
- 5 SPEAKER OF THE HOUSE OF REPRESENTATIVES
- 6 CHIEF JUSTICE OF THE SUPREME COURT
- 7 FORMER PRESIDENTS OF THE UNITED STATES
- 8 U.S. AMBASSADORS WHEN AT POST
- 9 SECRETARY OF STATE
- 10 PRESIDENT, UN GENERAL ASSEMBLY (IN SESSION)
- 11 SECRETARY GENERAL OF THE UNITED NATIONS
- 12 PRESIDENT, UN GENERAL ASSEMBLY (NOT IN SESSION)
- 13 ACCREDITED AMBASSADORS OF FOREIGN POWERS
- 14 WIDOWS OF FORMER PRESIDENTS
- 15 ACCREDITED FOREIGN MINISTERS AND ENVOYS
- 16 ASSOCIATE JUSTICES OF THE SUPREME COURT
- 17 RETIRED CHIEF JUSTICES OF THE SUPREME COURT
- 18 RETIRED ASSOCIATE JUSTICES OF THE SUPREME COURT
- 19 SECRETARY OF THE TREASURY
- 20 SECRETARY OF DEFENSE
- 21 THE ATTORNEY GENERAL
- 22 SECRETARY OF THE INTERIOR
- 23 SECRETARY OF AGRICULTURE
- 24 SECRETARY OF COMMERCE
- 25 SECRETARY OF LABOR
- 26 SECRETARY OF HEALTH AND HUMAN SERVICES
- 27 SECRETARY OF HOUSING AND URBAN DEVELOPMENT
- 28 SECRETARY OF TRANSPORTATION
- 29 SECRETARY OF ENERGY
- 30 SECRETARY OF EDUCATION
- 31 SECRETARY OF VETERANS AFFAIRS
- 32 DIRECTOR, NATIONAL DRUG CONTROL POLICY

33 U.S. REPRESENTATIVE TO THE UNITED NATIONS (IN SESSION) (SEE #58)
34 ADMINISTRATOR, ENVIRONMENTAL PROTECTION AGENCY
35 U.S. TRADE REPRESENTATIVE
36 DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET
37 CHAIRMAN, COUNCIL OF ECONOMIC ADVISORS
38 CHIEF OF STAFF TO THE PRESIDENT
39 PRESIDENT PRO TEMPORE OF THE SENATE
40 UNITED STATES SENATORS (BY SENIORITY; WHEN EQUAL, BY ALPHA)
41 FORMER UNITED STATES SENATORS (BY DATE OF RETIREMENT)
42 GOVERNORS WHEN NOT IN OWN STATE (BY STATE DATE OF ENTRY;
WHEN EQUAL, BY ALPHA) (SEE #4)
43 ACTING HEADS OF CABINET LEVEL DEPARTMENTS
44 FORMER VICE PRESIDENTS OF THE UNITED STATES
45 UNITED STATES HOUSE OF REPRESENTATIVES (BY SENIORITY; WHEN
EQUAL, BY ALPHA)
46 FORMER CONGRESSMAN (BY DATE OF RETIREMENT)
47 DISTRICT OF COLUMBIA DELEGATE TO THE HOUSE OF REPRESENTATIVES
48 GUAM DELEGATE TO THE HOUSE OF REPRESENTATIVES
49 U.S. VIRGIN ISLANDS DELEGATE TO THE HOUSE OF REPRESENTATIVES
50 AMERICAN SAMOA DELEGATE TO THE HOUSE OF REPRESENTATIVES
51 RESIDENT COMMISSIONER FROM PUERTO RICO
52 ASSISTANT TO THE PRESIDENT FOR NATIONAL SECURITY AFFAIRS
53 ASSISTANTS AND COUNSEL TO THE PRESIDENT
54 CHARGES D'AFFAIRES OF FOREIGN POWERS
55 FORMER SECRETARIES OF STATE
56 FORMER MEMBERS OF THE PRESIDENT'S CABINET
57 DEPUTY SECRETARIES AND UNDER SECRETARIES (WHEN DEPUTY
SECRETARY EQUIVALENT) OF THE EXECUTIVE DEPARTMENTS
(NUMBER TWO POSITION)
58 U.S. REPRESENTATIVE TO THE UNITED NATIONS (NOT IN SESSION)
(SEE #33)
59 DIRECTOR, CENTRAL INTELLIGENCE AGENCY
60 SOLICITOR GENERAL
61 ADMINISTRATOR, AGENCY FOR INTERNATIONAL DEVELOPMENT
62 DIRECTOR, ARMS CONTROL AND DISARMAMENT AGENCY
63 DIRECTOR, U.S. INFORMATION AGENCY
64 UNDER SECRETARIES OF STATE AND COUNSELS
65 UNDER SECRETARIES OF THE EXECUTIVE DEPARTMENTS
(NUMBER THREE POSITION)
66 U.S. AMBASSADORS AT LARGE
67 UNDER SECRETARY OF DEFENSE FOR ACQUISITION (FOR ACQUISITION
MATTERS ONLY) (SEE #75)
68 SECRETARY OF THE ARMY, NAVY, AIR FORCE
69 POSTMASTER GENERAL
70 CHAIRMAN, FEDERAL RESERVE SYSTEM
71 CHAIRMAN, AMERICAN BATTLE MONUMENTS COMMISSION

72 CHAIRMAN, COUNCIL ON ENVIRONMENTAL QUALITY
73 FORMER SECRETARIES OF THE SERVICES
74 CHAIRMAN, JOINT CHIEFS OF STAFF
75 UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND TECHNOLOGY
(SEE #67), FOR POLICY, DOD COMPTROLLER, FOR PERSONNEL
76 RETIRED CHAIRMEN OF THE JOINT CHIEFS OF STAFF
77 VICE CHAIRMAN OF THE JOINT CHIEFS OF STAFF
78 CHIEFS OF SERVICES (BY DATE OF APPOINTMENT) AND COMMANDANT
OF THE U. S. COAST GUARD
79 RETIRED VICE CHAIRMEN OF THE JOINT CHIEFS OF STAFF AND CHIEFS OF
SERVICES (4 STAR) (note 4)
80 COMMANDERS-IN-CHIEF, COMBATANT COMMANDS (BY DATE OF
APPOINTMENT) (NOTE 1): DIRECTOR, WHITE HOUSE MILITARY OFFICE
81 GENERALS OF THE ARMY, FLEET ADMIRALS, GENERALS OF THE AIR
FORCE
82 LIEUTENANT GOVERNORS AND ACTING GOVERNORS
83 FOREIGN NON-ACCREDITED PERSONS OF AMBASSADOR RANK
84 PRINCIPAL DEPUTY UNDER SECDEF FOR ACQUISITION
85 SECRETARY GENERAL, ORGANIZATION OF AMERICAN STATES
86 CHAIRMAN, PERMANENT COUNCIL OF THE ORGANIZATION
OF AMERICAN STATES
87 HEADS OF INTERNATIONAL ORGANIZATIONS
88 ADMINISTRATOR, GENERAL SERVICES ADMINISTRATION
89 ADMINISTRATOR, NASA
90 ADMINISTRATOR, NATIONAL OCEANOGRAPHIC AND ATMOSPHERIC
ADMINISTRATION
91 CHAIRMAN, MERIT SYSTEMS PROTECTION BOARD
92 DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT
93 ADMINISTRATOR, FEDERAL AVIATION ADMINISTRATION
94 CHAIRMAN, FEDERAL MARITIME COMMISSION
95 CHAIRMAN, NUCLEAR REGULATORY COMMISSION
96 DIRECTOR OF ACTION
97 DIRECTOR OF THE PEACE CORPS
98 U.S. AMBASSADORS ON OFFICIAL VISITS IN D.C.
99 CHIEF OF PROTOCOL, DEPARTMENT OF STATE
100 U.S. AMBASSADORS ON OFFICIAL VISITS IN THE U.S OUTSIDE THE
DISTRICT OF COLUMBIA
101 STATE SECRETARY OF STATE (IN OWN STATE)

VIP 3 (FOUR STAR EQUIVALENT)**Code:**

102 JUDGES, U.S. COURT OF APPEALS, FEDERAL DISTRICT
103 JUDGES, U.S. COURT OF APPEALS FOR VETERANS AFFAIRS
104 JUDGES, U.S. COURT OF APPEALS, D.C. DISTRICT
105 CARDINALS

- 106 GOVERNOR OF GUAM
- 107 GOVERNOR OF U.S. VIRGIN ISLANDS
- 108 CHIEF/ASSOCIATE JUDGES OF A STATE SUPREME COURT
- 109 MAYORS OF MAJOR CITIES (IN OWN CITY) (SEE #166)
(CITIES WITH A POPULATION OF ONE MILLION OR MORE)
- 110 MAYOR OF DISTRICT OF COLUMBIA
- 111 DEPUTY DIRECTOR, CENTRAL INTELLIGENCE AGENCY
- 112 DEPUTY ADMINISTRATOR, AGENCY FOR INTERNATIONAL DEVELOPMENT
- 113 DEPUTY DIRECTOR, U.S. ARMS CONTROL AND DISARMAMENT AGENCY
- 114 DEPUTY DIRECTOR, U.S. INFORMATION AGENCY
- 115 DEPUTY ADMINISTRATOR, GENERAL SERVICES ADMINISTRATION
- 116 DEPUTY ADMINISTRATOR, NASA
- 117 DEPUTY DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT
- 118 DEPUTY DIRECTOR OF ACTION
- 119 DEPUTY DIRECTOR OF THE PEACE CORPS
- 120 DIRECTOR, FEDERAL BUREAU OF INVESTIGATION
- 121 DEPUTY ASSISTANTS TO THE PRESIDENT
- 122 U.S. CHARGE D'AFFAIRES
- 123 ATTORNEY GENERAL OF A STATE (NATO, SEATO, etc.)
- 124 PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE FOR POLICY
- 125 DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
- 126 ASSISTANT SECRETARIES OF THE EXECUTIVE DEPARTMENTS,
GENERAL COUNSEL, INSPECTOR GENERAL, (BY DATE OF APPT);
DIRECTOR, DOD OPERATIONAL TESTING AND EVALUATION
- 127 ASSISTANT SECRETARY GENERAL, ORGANIZATION OF AMERICAN
STATES
- 128 ASSISTANT ADMINISTRATOR, AGENCY FOR INTERNATIONAL
DEVELOPMENT
- 129 COMPTROLLER GENERAL OF THE U.S.
- 130 JUDGES, COURT OF MILITARY APPEALS
- 131 MEMBERS, COUNCIL OF ECONOMIC ADVISORS
- 132 ACTIVE OR DESIGNATE U.S. AMBASSADORS
- 133 ARCHBISHOPS
- 134 UNDER SECRETARIES OF THE ARMY, NAVY, AND AIR FORCE
- 135 MINISTERS OF CAREER RANK WHEN IN THE U.S.
- 136 PERMANENT REPRESENTATIVES TO THE ORGANIZATION OF
AMERICAN STATES
- 137 VICE CHIEFS OF SERVICES (BY DATE OF APPT, SEE NOTE 4)
- 138 FORMER VICE CHIEFS OF SERVICES (BY DATE OF RETIREMENT)
- 139 ASSISTANT SECRETARIES OF THE SERVICES (BY DATE OF APPOINTMENT)
AND SERVICE GENERAL COUNSELS
- 140 GENERALS AND ADMIRALS (4-STAR RANK)
- 141 RETIRED GENERAL AND ADMIRALS (4-STAR RANK)

142 DIRECTOR, SELECTIVE SERVICE SYSTEM
143 CHIEF OF STAFF SECRETARY OF DEFENSE
144 ASSISTANT CHIEF OF STAFF SECRETARY OF DEFENSE
145 THE SPECIAL ASST TO THE SEC/DEPSEC OF DEFENSE
146 ASSISTANTS TO THE SECRETARY OF DEFENSE
147 THE EXECUTIVE ASSISTANT TO THE SECDEF
148 THE EXECUTIVE ASSISTANT TO THE DEPSECDEF
149 DIRECTOR, OSD ADMINISTRATION AND MANAGEMENT
150 DIRECTOR, OSD PROGRAM ANALYSIS AND EVALUATION

VIP 4 (THREE STAR EQUIVALENT)

Code:

151 DIRECTORS OF DEFENSE AGENCIES (DLA, DMA, NSA, DCA DARPA;
OTHER DOD AGENCIES) (NOTE 1)
152 DEPUTY UNDER SECRETARIES OF DEFENSE (NON-STATUTORY);
DEPUTY DIRECTOR OF DEFENSE, R&E;
PRINCIPAL DEPUTY ASSISTANT SECRETARIES OF DEFENSE;
PRINCIPAL DEPUTY GENERAL COUNSEL (DOD);
DEPUTY INSPECTOR GENERAL (DOD);
PRINCIPAL DEPUTY COMPTROLLER (DOD);
DIRECTOR OF NET ASSESSMENT;
DIRECTOR OF DEFENSE PROCUREMENT;
DIRECTOR, SMALL AND DISADVANTAGED BUSINESS UTILIZATION
(DOD)
153 ADMINISTRATIVE ASSISTANTS OF THE ARMY, NAVY, AIR FORCE;
ASSISTANT VICE CHIEF OF STAFF OF THE AIR FORCE; CHIEF MASTER
SERGEANT OF THE AIR FORCE (NOTE 2)
154 TREASURER, COMPTROLLER OR AUDITOR OF A STATE
155 LIEUTENANT GENERALS AND VICE ADMIRALS
156 RETIRED LIEUTENANT GENERALS AND VICE ADMIRALS
157 PRESIDENT OF THE SENATE OF A STATE
158 STATE SENATORS (IN THEIR OWN STATE)
159 MEMBERS, DEFENSE SCIENCE BOARD
160 CHAIRMAN, AMERICAN RED CROSS
161 BISHOPS OF WASHINGTON
162 PRINCIPAL DEPUTY ASSISTANT SECRETARIES AND PRINCIPAL DEPUTY
GENERAL COUNSELS OF THE ARMY, NAVY, AND AIR FORCE
163 PERMANENT OBSERVERS TO THE ORGANIZATION OF AMERICAN STATES
164 FORMER U.S. AMBASSADORS

- 165 MAYORS OF CITIES (IN OWN CITY)(SEE #109) (POPULATIONS OF LESS
THAN ONE MILLION)
- 166 SPEAKER OF THE HOUSE OF REPRESENTATIVES, DELEGATES OR
ASSEMBLY OF A STATE
- 167 TREASURER OF THE U.S.
- 168 DIRECTOR OF THE MINT
- 169 CHAIRMAN, FEDERAL COMMUNICATIONS COMMISSION
- 170 CHAIRMAN, UNITED SERVICES ORGANIZATION, INC.
- 171 DIRECTOR, NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
- 172 LIBRARIAN OF CONGRESS
- 173 VICE CHAIRMAN AND BOARD OF GOVERNORS, FEDERAL RESERVE
SYSTEM
- 174 STATE REPRESENTATIVE, ASSEMBLYMAN, OR DELEGATE
- 175 CHAIRMAN, D.C. COUNCIL
- 176 COUNTY JUDGES, DISTRICT COURT JUDGE (COUNTY)
- 177 DEPUTY CHIEF OF PROTOCOL, DEPT OF STATE
- 178 SPECIAL ASSISTANTS TO THE PRESIDENT
- 179 COMMISSIONER, U.S. CUSTOMS SERVICE
- 180 COMMISSIONER, INTERNAL REVENUE SERVICE
- 181 DEPUTY ASST SECRETARIES OF DEFENSE;
DEPUTY GENERAL COUNSELS (DOD);
DEFENSE ADVISOR U.S. MISSION NATO;
SECDEF REPS TO INTERNATIONAL NEGOTIATIONS;
DEPUTY COMPTROLLERS (DOD);
ASSISTANT IG (DOD)
- 182 DEPUTY UNDER SECRETARIES OF THE ARMY, NAVY, AND AIR FORCE;
ARMY AUDITOR GENERAL (BY DATE OF APPOINTMENT)
- 183 MEMBERS, SECRETARY OF DEFENSE BOARDS
- 184 COUNSELORS OF EMBASSIES
- 185 CONSULS GENERAL OF FOREIGN POWERS (LEGATIONS)
- 186 SES MEMBERS (DV CODE 4, BY DATE OF APPOINTMENT)
- 187 CHAIRMAN, BOARD OF CONTRACT APPEALS (CA-1)

VIP 5 (TWO STAR EQUIVALENT)

Code:

- 188 MAJOR GENERALS AND REAR ADMIRALS (UPPER HALF)
- 189 RETIRED MAJOR GENERALS/REAR ADMIRALS (UPPER HALF)
- 190 SURGEON GENERAL; DEPUTY SURGEON GENERAL OF THE U.S.
- 191 DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY
- 192 DEPUTY ASSISTANT SECRETARIES AND DEPUTY GENERAL COUNSELS
OF THE ARMY, NAVY, AND AIR FORCE (BY DATE OF APPOINTMENT)
- 193 CITY MANAGERS

- 194 OSD HISTORIAN
- 195 STATE CHAIR, NATIONAL COMMITTEE FOR EMPLOYER SUPPORT
OF THE NATIONAL GUARD AND RESERVE
- 196 UNITED STATES ATTORNEYS
- 197 DISTRICT ATTORNEYS
- 198 COUNTY SHERIFFS
- 199 BOARD PRESIDENT AND COUNTY COMMISSIONERS
- 200 SES MEMBERS (DV CODE 5, BY DATE OF APPOINTMENT)
- 201 VICE CHAIRMAN, BOARD OF CONTRACT APPEALS (CA-2)
- 202 CONGRESSIONAL STAFFERS

VIP 6 (ONE STAR EQUIVALENT)**Code:**

- 203 BRIGADIER GENERALS AND REAR ADMIRALS (LOWER HALF)
- 204 RETIRED BG'S AND REAR ADMIRALS (LOWER HALF)
- 205 COUNTY CLERKS
- 206 CITY COUNCIL MEMBERS
- 207 ASSISTANT SURGEON GENERAL (PUBLIC HEALTH SVC)
- 208 U.S. CONSULS GENERAL
- 209 ASSISTANT CHIEFS OF PROTOCOL, DEPT OF STATE
- 210 SECRETARY OF THE SENATE
- 211 DOORKEEPER OF THE HOUSE
- 212 CHAPLAIN OF THE SENATE
- 213 INDORSING AGENTS FOR MILITARY CHAPLAINS
- 214 ASSISTANT DEPUTY UNDER SECRETARIES OF DEFENSE AND
PRINCIPAL DIRECTORS
- 215 CITY ATTORNEYS
- 216 SES MEMBERS (DV CODE 6, BY DATE OF APPOINTMENT)
- 217 SCIENTIFIC AND PROFESSIONAL (SP); SENIOR LEVEL (SL) (NOTE 3)
MEMBERS, BOARD OF CONTRACT APPEALS (CA-3); ADMINISTRATIVE
LAW JUDGES (AL)
- 218 USAR AMBASSADORS

VIP 7**Code:**

- 219 COLONELS; CAPTAINS (USN/USCG); GS-15; U.S. CONSULS, MEDICAL
DIRECTOR (PUBLIC HEALTH SVC)
- 220 JUSTICES OF THE PEACE
- 221 CITY CLERKS

VIP 8 (NOT VIP RANKED)**Code:**

- 222 GS-14
- 223 LIEUTENANT COLONELS; COMMANDERS; GS-13
- 224 MAJORS; LIEUTENANT COMMANDERS; GS-12
- 225 GS-11
- 226 CAPTAINS; LIEUTENANTS (USN/USCG); GS-10; U.S. VICE-CONSULS
- 227 FIRST LIEUTENANTS, LIEUTENANTS JUNIOR GRADE; GS-9
- 228 GS-8
- 229 SECOND LIEUTENANTS; ENSIGNS; GS-7
- 230 WARRANT OFFICERS (BY GRADE)
- 231 COMMAND SERGEANTS MAJOR; SERGEANTS MAJOR;
MASTER CHIEF PETTY OFFICERS; CHIEF MASTER SERGEANTS;
MASTER GUNNERY SERGEANTS
- 232 OTHER NON-COMMISSIONED OFFICERS, CIVILIANS BY RANK

Notes:

1. Commanders-in Chief/Retired Commanders-in-Chief, CINCs, and Directors of Defense Agencies: At Multi or Joint service events ONLY. At Air Force exclusive events, Air Force Commander's In Chiefs and Directors of Defense Agencies are ranked by date of rank with other Air Force 4-Stars.

2. The Assistant Vice Chief of Staff, Chief Master Sergeant of the Air Force, and other service equivalents: Within the Air Force, the CVA and CMSAF are accorded special status. In the National Capital Region (NCR), the CVA and CMSAF have precedence over all other LTGs. Outside the NCR, the CMSAF may be positioned after the senior general officer present.

3. SES precedence is established by the position held. SES pay does not affect precedence. For those members not in positions identified above, contact the Air Force Protocol Office, DSN 227-8341 or the SES Office at DSN 664-8126. For non-Air Force SES members, contact the member's agency/office for precedence.

4. FORMER and RETIRED officials are normally placed with BUT AFTER the actively serving officials of the same position, UNLESS their precedence is separately listed on the Precedence List. For example, Presidents of the United States and Retired Chief Justices of the Supreme Court are listed separately. The accepted way to rank several of these former officials is by DOR with the "oldest" outranking "youngest". This means each official is placed after his/her predecessor. For example: Gen Jumper, Gen McPeak, Gen Fogleman, Gen Ryan.

5. STATE and LOCAL officials are difficult to rank. There are no fixed rules, but McCaffree and Innis in their book *Protocol*, state that in "planning a seating arrangement [you] should consider the purpose of the function, the level of all guests, and any political significance."

Simply try to apply the basic rules of precedence demonstrated in the preceding list and notes, and be consistent.

6. WHEN IN FORMATION THE ORDER OF PRECEDENCE – ARMED FORCES.

(Title 10, United States Code 113b and DOD Directive 1005.8 dated 31 Oct 77,)

Cadets, US Military Academy

Midshipman, US Naval Academy

Cadets, US Air Force Academy

Midshipman, US Merchant Marine Academy

United States Army

United States Marine Corps

United States Navy

United States Air Force

United States Coast Guard

Army National Guard of the United States

Army Reserve

Marine Corps Reserve

Naval Reserve

Air National Guard of the United States

Air Force Reserve

Coast Guard Reserve

Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard in that order.

Provided that during any period when the United States Coast Guard shall operate as part of the Navy; the Cadets, United States Coast Guard Academy, the United States Coast Guard, and the Coast Guard, and the Coast Guard Reserve shall take precedence after the Midshipman, United States Naval Academy, the United States Navy, and Naval Reserve.

7. SOURCES for the Precedence List. This precedence list is based on The Department of Defense Table of Precedence dated 4 Dec 01; State Department and White House precedence; Protocol: *The Complete Handbook of Diplomatic, Official, and Social Usage*, Revised Edition 1985, by Mary Jane McCaffree and Pauline Innis; and *Service Etiquette*, Fourth Edition 1988 by Oretha D. Swartz. Precedence Lists are subject to change and will be updated as new guidance from OSD and State Department become available.